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Fairmont State Community & Technical College

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FAIRMONT STATE™

COMMUNITY & TECHNICAL COLLEGE

Catalog

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2004-2005

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Academic Calendar 2004-2006

2004 Fall Semester		2005 Fall Semester
Monday-Friday, August 16-20	Faculty Professional Development Week	Monday-Friday, August 15-19
Saturday, August 21	Weekend College Begins	Saturday, August 20
Sunday, August 22	Residence Halls Open for New Students	Sunday, August 21
Sunday, Monday, Tuesday, August 22, 23, 24	Orientation	Sunday, Monday, Tuesday, August 21, 22, 23
Monday, August 23	Evening Classes (after4 p.m.) Begin	Monday, August 22
Monday, August 23	Scheduling for New Students	Monday, August 22
Tuesday, August 24	Scheduling for Returning Students	Tuesday, August 23
Wednesday, August 25	Daytime Classes Begin	Wednesday, August 24
Monday, September 6	Labor Day, No Classes	Monday, September 5
Friday, October 15	Mid Semester	Friday, October 14
Friday, October 15	Applications for December Graduation Due	Friday, October 14
Mon., Oct. 25 - Thurs., Nov. 18	Advanced Scheduling for Spring Semester	Mon., Oct. 24 - Thurs., Nov. 17
Monday-Friday, November 22-26	Thanksgiving Recess, No Classes	Monday-Friday, November 21-25
Monday, November 29	Classes Resume, 8 a.m.	Monday, November 28
Friday, December 10	Last Day of Classes	Friday, December 9
Monday-Friday, December 13-17	Final Exams	Monday-Friday, December 12-16
Saturday, December 18	Commencement	Saturday, December 17

2005 Spring Semester		2006 Spring Semester
Friday, January 14	Residence Halls Open	Friday, January 13
Friday, January 14	Scheduling/Orientation	Friday, January 13
Saturday, January 15	Weekend College Begins	Saturday, August 14
Monday, January 17	Martin Luther King Day, No Classes	Monday, January 16
Tuesday, January 18	Classes Begin	Tuesday, January 17
Friday, March 11	Mid Semester	Friday, March 10
Friday, March 11	Applications for May Graduation Due	Friday, March 10
Monday-Friday, March 14-18	Spring Break, No Classes	Monday-Friday, March 13-17
Monday, March 21	Classes Resume, 8 a.m.	Monday, March 20
Friday, March 25	Good Friday, No Classes	
Monday, March 28 - Thursday, April 21	Advanced Scheduling for Fall Semester	Monday, March 27 - Thursday, April 20
	Good Friday, No Classes	Friday, March 25
Friday, May 6	Last Day of Classes	Friday, May 5
Monday-Friday, May 9-13	Final Exams	Monday-Friday, May 8-12
Saturday, May 14	Commencement	Saturday, May 13

2005 First Summer Semester		2006 First Summer Semester
Monday, May 23	Scheduling/Fee Payment/Classes Begin	Monday, May 22
Thursday, May 26	Applications for Summer Graduation Due	Thursday, May 25
Monday, May 30	Memorial Day, No Classes	Monday, May 29
Thursday, June 23	First Summer Term Ends	Thursday, June 22

2005 Second Summer Semester		2006 Second Summer Semester
Monday, June 27	Scheduling/Fee Payment/Classes Begin	Monday, June 26
Monday, July 4	Independence Day, No Classes	Tuesday, July 4
Thursday, July 28	Second Summer Term Ends	Thursday, July 27

Catalog Policy

It is the responsibility of students to be knowledgeable of official college policies and to meet all requirements in the Catalog. It provides the best possible current information on practices and intentions of the College. The College reserves the right to change provisions or requirements at any time to reflect curricular changes and administrative regulations and procedures. The Catalog is not considered a binding contract between the student and the College. It is for informational purposes only.

Students should keep informed of current degree, curriculum, and course requirements. The academic advisors and appropriate administrative offices of the College may be consulted for further information.

A student who enrolls at Fairmont State Community & Technical College shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted. Transfer students will use the catalog current at the time of their admission to the previous institution, provided that the graduation date would not be more than seven years from the date of first enrollment in college.

Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog.

Policy on Equal Opportunity Affirmative Action

Fairmont State Community & Technical College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

The College neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action who is the Section 504, Title IX, and ADA Coordinator, Room 224 Hardway Hall, telephone 304 367-4247.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. Students wishing to review their education records must contact the campus official in charge of the office in which the record is located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Fairmont State Community & Technical College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions and Records, Student Services, Financial Aid, Business Office, academic divisions, academic advisors and athletic departments.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar's Office in writing.

The College may disclose academic information to parents of students by having parents establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. Dependency status may be established by the presentation of a certified copy of the parents' most recent federal income tax form listing the student as a dependent.

Drug-Free Awareness Program

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Fairmont State Community & Technical College has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries may be directed to the Assistant to the President or the Vice President for Student Affairs.

Disability Services

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Disability Services, who is located in Student Affairs, if these services are desired. The Associate Provost is notified of the required academic accommodations and apprises advisors and instructors of this information each semester. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class preregistration. For additional information refer to the brochure "Disability Services" available in Student Affairs.

Assessment of Student Academic Achievement

Fairmont State Community & Technical College is committed to providing quality educational opportunities and experiences for every student. While grades are one measure of student performance, grades do not provide the institution with the necessary data to ascertain the areas of the curriculum that are strong and areas that need improvement. Therefore, students attending Fairmont State Community & Technical College are required to participate in periodic assessment activities as directed by the College. Student assessment will normally occur at two critical times in the student's college career, 1) upon entering the institution for course placement and for gathering baseline data, 2) and prior to graduation. Assessment data may be collected at additional times at the discretion of the institution. The purpose of gathering assessment data is to monitor the quality of the academic programs and to improve, when necessary, the educational experience of students.

Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all U.S. Postal Service facilities and may be available at some high schools. The Selective Service System also provides information through a web site at http://www.sss.gov.

Introduction

The College

Fairmont State consists of Fairmont State Community and Technical College and Fairmont State University. Both institutions share the same campus facilities and students have access to all the services both institutions have to offer. Since both institutions share the same facilities, FSC&TC students benefit by having access to a brand new parking garage and a new residence hall. Opening in Spring 2005 will be the new Student Activity Center housing dining facilities, a bookstore, fitness center, meeting rooms, swimming pool and many other facilities that make living away from home a little bit easier.

In 1993 the College dedicated a new Education, Home Economics, and Health Careers building located on the main campus and the Robert C. Byrd National Aerospace Education Center in Bridgeport, a 40,000 square foot structure designed to provide programs essential to the aviation industry. In the fall of 1999, the College opened its new Gaston Caperton Center in downtown Clarksburg, a 36,000 square foot facility with classrooms, natural science laboratories, computer labs, conferencing areas, and a multipurpose room. In addition, the College opened a 7,000 square foot facility at the I-79 Technology Park, which houses computer labs and training facilities to accommodate regional workforce development needs in information technology and other areas.

The College has made a significant investment to upgrade and maintain its technology equipment, software, and infrastructure. Campus buildings are interconnected by fiber optic cabling with Internet access available in all classrooms, offices, labs, and residence halls. Also, a wide area network connects the Gaston Caperton Center, the Robert C. Byrd National Aerospace Education Center, and the I-79 Technology Park facility with the main campus.

Academic excellence and personal growth and fulfillment, the principal purposes of the Colleges, are complemented by active fine arts, publications and sports programs. Year-round contemporary film, lecture and music series are important parts of the social and cultural calendar.

The Colleges' 90-acre campus with its twelve major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 20,000, is the county seat of Marion County.

Fairmont State Community and Technical College

In the fall of 1974, Fairmont State was on the threshold of an exciting new venture with the creation of the Community College as a unit of the parent institution. Having a community college on the campus of an established four-year institution has proved to be mutually reinforcing and supportive and has broadened the educational opportunities available to students.

Seen in historical perspective, the community college concept is an extension and the logical conclusion of the College's traditional goals, which include broadening the base of participation in a democracy of intellect and giving everyone access to post-secondary education. This concept makes it possible for students to fulfill their potential, achieve their aspirations, and advance their education to the limits of their ability.

Fairmont State Community and Technical College, a comprehensive community college, provides academic, technical/occupational, and general education programs of two years duration, one-year certificates, developmental skills courses, continuing education courses, community service programs, and workforce development and training. The result has been a sharp increase in the number of nontraditional students who have returned to formal education for reasons of job obsolescence, to start new careers, or wishing to achieve upward social mobility along a career ladder. The Community and Technical College takes pride in the diversity of its programs and its commitment to making learning a lifelong process for all age groups on a full-time and part-time student basis.



Putting the Community in College

The college parallel or transfer program is composed of the first two years of a traditional liberal arts baccalaureate college education. Associate degree credit may be applied without loss of credit to a four-year baccalaureate degree program. Community college courses are full-fledged college level credit and therefore transferable to baccalaureate level programs. The quality of instruction is identical for two-year and four-year degrees and many two-year programs articulate directly into a corresponding baccalaureate program.

Students enrolled in Fairmont State Community and Technical College maintain all rights, privileges, responsibilities, and the same use of campus facilities and social and academic resources as those enrolled in four-year degree programs.

Fairmont State Community and Technical College provides services to the counties of Barbour, Braxton, Calhoun, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, and Upshur. It is guided through the advice of the FSC & TC Advisory Board composed of citizens from throughout Central and North-Central WV who recommends action to meet the needs of its citizens, business and industry by providing a well-trained and educated workforce. It works to match labor market information with academic programs, clarifies and coordinates the common ground between secondary and post-secondary education, and establishes one-stop clearing centers for information, career training and employment.

Mission Statement

The mission of Fairmont State Community and Technical College is to enhance the quality of life for people of north-central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

To fulfill this mission, Fairmont State Community and Technical College will:

- Provide a comprehensive selection of career/technical educational opportunities at the certificate and associate degree levels developed through interaction with employers, employees, and college personnel
- Offer transfer education opportunities enabling students to acquire an affordable general education background before matriculating to the college or university of choice
- Provide opportunities for seamless transition from certificates to associate and baccalaureate degrees

- Make available developmental educational opportunities to students who need assistance in improving academic skills to be successful in higher education
- Develop and deliver continuing and community educational opportunities throughout north-central West Virginia such as lifelong learning opportunities, occupational re-certification programs, and higher education opportunities for students enrolled in secondary schools
- Provide workforce training and economic development activities for the citizens of north-central West Virginia based on needs of the community and region
- Focus on development of cognitive, affective, and psychomotor skills to foster individual growth, career development, responsible citizenship, and commitment to lifelong learning

The College concentrates its energies and resources on its students, many of whom are the first generation of their families to attend college, adults, returning to college or enrolling in higher education for the first time, and transfer students from community and technical colleges. The College, therefore, offers its diverse student body a wide range of programs, flexible scheduling, and support services, all designed to foster success in the modern world. To strengthen intellectual development, all students pursuing a degree at Fairmont State Community & Technical College are engaged in a general education program, a body of course work designed to expand their knowledge of civilization, society, scientific inquiry, and artistic expression while preparing them to think interrelationships among disciplines and prepare for a lifetime of learning.

The College is committed to student learning and focuses its resources on programs that prepare students for careers and advanced education in West Virginia and beyond. Fairmont State Community & Technical College provides a broad spectrum of degree options in business and offers programs with specialized accreditation in engineering technology and health careers. As a multipurpose institution, Fairmont State Community & Technical College provides seamless transitions from public schools or certificate programs or associate degrees to baccalaureate degrees.

Fairmont State Community & Technical College is closely identified with its community. Partnerships with business and industry, public schools, government agencies and other organizations contribute to the economic programs, the College fosters enlightened and productive citizenship in its immediate location, the region and the world.

Philosophy and Objectives

Fairmont State Community & Technical College, an undergraduate institution operating under the authority of the Fairmont State Board of Governors, is governed by its president with the aid and advice of its Board of Governors, administrators, Faculty Assembly, and Student Government.

The College offers programs of career-technical education and grants a one-year certificate and the degrees of Associate in Arts, Associate in Science, or Associate in Applied Science after two years of study.

Fairmont State Community & Technical College considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twenty-first century. Accordingly, the College seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The College faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The College fully supports the ideal of a well- educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The College follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State Community & Technical College degree represents a level of achievement respected throughout the nation.

Drawing many students from its immediate vicinity, the College welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State Community & Technical College is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the State's system of public higher education. This mission is accomplished by meeting these objectives:

- Providing, through an administratively-linked Community and Technical College, a variety of vocational/occupational programs of two years duration or less.
- Providing opportunities for occupationally oriented study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- Bringing selected college study opportunities into communities in the College's service region through the use of the mass media, regional educational centers, external degree programs and other forms of nontraditional study.
- Encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- Serving the greatest number of students by holding College costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- Relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial and public service agencies in the College's service area.
- Offering continuing education programs to provide career updating, cultural enrichment and personal skill development.
- Providing advisory, counseling and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- Offering a variety of cultural, recreational, and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a college is how it ranks scholastically with other colleges. Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilities, library, equipment, and laboratories.

To assure its stature and academic excellence, a college obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State Community & Technical College is accredited by the Fairmont State Board of Governors and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400,

Chicago, Illinois 60602-2504, (800) 621-7440.

Selected programs of Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700. The A.A.S. degree in Aviation Maintenance Technology is approved by the Federal Aviation Administration and meets 15 requirements of Federal Aviation Regulation 147. Food Service programs are accredited by American Culinary Federation. Two programs are recognized by the National Restaurant Association.

Health Career programs are accredited by their respective accrediting agencies. The Medical Laboratory Technology program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences; the Health Information Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs; the Veterinary Technology program is accredited by the Veterinary Medical Association; and the Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

Fairmont State is also a member of the American Association of State Colleges and Universities, American Council on Education, American Library Association, West Virginia Library Association, West Virginia Press Association, and American Association of Community Colleges.

Admission

Open Admissions Philosophy

Fairmont State Community and Technical College operates an "open door" admission policy. Admission is open to anyone with a high school diploma or GED or ACT/SAT score or Compass test score. Even without a high school diploma, individuals may enroll in many of the Community and Technical College's continuing education courses, as a special student. This "open door," however, does not guarantee an education to everyone, but it does make it possible for everyone to enter the College and to have the opportunity to pursue programs in higher education to the limit of their ability and particular potential.

Eligibility to enroll in the Community and Technical College does not necessarily imply eligibility to enter all its degree programs, several of which may be competitive and limited in the number of students admitted.

Since the Health Career fields are selective programs with limited enrollment, applicants should complete the ACT or SAT early and have their high school transcripts forwarded early in the fall. To insure consideration, students are required to make early application with test scores and transcripts. Students applying for scholarships should have the transcripts forwarded at the conclusion of the first semester of the senior year.

A minimum of 2.0 (C) grade average for all courses attempted and for all courses in the area of specialization is required for graduation with an associate degree or a one year certificate. Students also must have completed at least 15 credit hours of the total hours required in an associate degree or 8 credit hours of the total required in a certificate program.

General Admission Procedure

Students seeking admission to Fairmont State Community & Technical College must file an application for admission. Applications and supporting credentials must be on file at least two weeks prior to the opening of a semester or term. All credentials submitted in support of an application for admission become the property of the College and will not be returned to the student. Any student admitted upon the basis of false credentials will be subject to immediate dismissal from college.

Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date. Separate applications for residence halls must be submitted to the Office of Residence Life.

Any change in local address of any student at Fairmont State Community & Technical College must be reported to the Registrar.

Associate Degree and Certificate Programs: Degree-Seeking Admissions Requirements

First-Time Freshman:

1. Application for Admission
2. High School Transcript (Partial or Complete)
 OR
 GED (for home schooled students or for students who don't have a high school diploma). Students who do not have a high school diploma or a GED are admissible if testing shows that they have an ability to benefit.
 OR
 Test Scores (Students who have completed the ACT with an English sub-test score of 18 or higher and a Math subtest score of 19 or higher will not be required to take placement exams. Students who have SAT scores of 450 or higher in English and 460 or higher in Math will not be required to take placement exams. (ACT/SAT Tests with specific scores may be required to certain programs; please refer to the catalog for details)
3. Immunization Records (if born after January 1, 1957)
4. Statement of Activities (for students out of high school six months or longer)

Transfers

1. Application for Admission
2. College Transcripts (from an accredited institution(s); if there are fewer than 16 earned credit hours, a high school transcript or GED and ACT, SAT, COMPASS, or other approved institutional test scores are also required. ACT/SAT with specific scores may be the required test for specific programs; please refer to the catalog for details.)

Probation

Students who are on probation from another institution or FSC with lower than a 2.0 GPA must submit a high school transcript or a GED and ACT, SAT, COMPASS, and will be admitted on probation.

Suspension

FSC&TC will evaluate on a case by case basis petitions from the students who apply for admission while on academic suspension from another institution or from FSC. In general only students wishing to do remedial work will be granted admission prior to thesuspension being removed.

Non Degree-Seeking Admission Requirements

(High School students and transient students)

1. Application for Admission
2. Letter of Certification (only for high school students-principal granting permission for students to take class, and for transient students-home institutions granting

permission to take transferable class(es).

(After completion of 12 credit hours, students wishing to seek a degree must submit an application for admission and additional credentials and/or be tested for placement.)

The American College Test/ Scholastic Aptitude Test

Fairmont State Community & Technical College requires the American College Test (ACT) or Scholastic Aptitude Test (SAT) of some degree objective and certificate applicants for admissions to certain programs. All students, though, are encouraged to take the ACT for scores on the test are used in placing students in English and Mathematics, for scholarships and loans, and in the academic counseling program. High school students are urged to take the test during their junior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Immunization Requirement

All students of the State System of Higher Education under the jurisdiction of the State College System Board of Directors who were born after January 1, 1957, are required to provide proof of immunity to measles and rubella. Students are requested to provide proof of immunity on or before the date of enrollment.

Admission as Non Degree-Seeking (Nonmatriculant)

Admission to Fairmont State Community & Technical College as a non degree-seeking or nonmatriculant student is open to anyone who has completed fewer than 15 semester hours cumulative at any college or university. The student must be a high school graduate or a GED recipient. Admission is intended for students registering for occasional college courses with no degree objective. Students may complete up to a cumulative total of 15 hours of college credit. A student who has completed 15 hours of regular college credit is required to apply for admission to Fairmont State Community & Technical College for further study and meet all the requirements for admission for a specific degree or certificate objective.

High School Students

Outstanding high school students may be admitted as non degree-seeking students only, either in the summer following completion of the junior year in high school or during the senior year in high school. No more than 15 hours may be earned before admission as a regular student. In addition a student must meet the following criteria:

1. Complete the junior year of the high school curriculum.
2. Maintain a minimum 3.00 high school grade point average.
3. Recommendation by the high school principal.
4. File an application for admission.
5. Pay regular college fees.

Special Admission for High School Nongraduates

Students who are not high school graduates may be admitted to Fairmont State Community & Technical College by passing the General Educational Development (GED) Tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for admission. GED results must be sent directly to the Office of Admissions from the testing center.

International Students

The application deadline for the fall semester is June 1, spring semester, October 1; and summer semesters, March 1. Admission files must be complete six weeks prior to the start of the semester. Admission application forms and credentials include:

a) an application for admission form;
b) a minimum TOEFL (Test of English as a Foreign Language) score of 500 paper or 173 computer;
c) officially certified credentials, TOEFL scores, health certificate, and proof of financial support, submitted at least three months before the semester begins;
d) housing and financial aid request form, if applicable;
e) officially certified English translation of high school transcript;
f) official course by course certified English translation college transcript, if applicable;
g) ACT (American College Test) or SAT (Scholastic Aptitude Test) scores, if available;
h) health certificate;
i) proof of financial support; and
j) a brief résumé of educational and work experience if the student has been out of high school or college for more than a year.

All inquiries and admission materials are to be sent to the International Student Center.

English as a Second Language

ESL (English as a Second Language) courses are available for international students with limited English proficiency. The program focuses on developing skills in written and spoken English. Courses offered include Reading, Writing, Grammar and Speaking/Listening Comprehension. The ESL Program also assists students in preparation for the TOEFL (Test of English as a Foreign Language). A minimum score of 500 paper or 173 computer on TOEFL is required for admission into regular college courses.

Transfer Students

Any applicant for admission to Fairmont State Community & Technical College who has attended another institution of collegiate rank will be classified as a transfer student. The College does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. Transfer students must meet the admission requirements of Fairmont State Community & Technical College. They must provide evidence of good standing at the institution last attended, and must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the State College System shall be transferable to Fairmont State Community & Technical College and will be counted for purposes of graduation, grade average, and honors. The transfer students from within the State system shall be treated the same for this purpose as generic students.

Students transferring fewer than 16 hours must provide an official copy of the high school transcript and ACT or SAT scores, along with a copy of the college transcript. These students must also meet admission requirements of the program into which they are transferring.

Students in associate degree or certificate programs who have

a 2.5 high school grade average (GPA) and at least a composite score of 17 on the Enhanced American College Test (ACT) or 830 on the Scholastic Aptitude Test (SAT) and have completed the minimum high school unit requirements listed above may transfer to a four-year bachelor degree program at any time.

Students in associate degree or certificate programs who do not meet the requirements of a high school grade point average of 2.5 and the Enhanced American College Test (ACT) composite score of 17 or 830 on the Scholastic Aptitude Test (SAT) may qualify for transfer to a bachelor degree program upon completion of 30 semester hours with a 2.0 college grade point average. Students in this category who qualify for transfer to a bachelor degree program are required to make formal application for transfer. If applicable, the letter of application must list those college courses that have been completed to fulfill the unit requirements. Further, this application for transfer must be submitted to and approved by the Office of Admissions.

Transferring Core Coursework

According to System Procedure No. 31 of the State College System, students who transfer from one state college or university to another may transfer core coursework that will count toward fulfillment of general studies requirements at the receiving institutions.

Under the terms of the agreement, a student may transfer up to thirty-two credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as general studies credits. Copies of the agreement are available in the Office of the Registrar.

Consortium Agreement

The Presidents of Glenville State College, Fairmont State Community & Technical College, Fairmont State University, and West Virginia Northern Community College have entered into a collaborative consortium agreement for our students. Basically, this agreement acts as a more direct process for transient students at the four institutions, allowing for enrollment to occur at two institutions at the same time. New students need to contact the Office of Admissions for information; current students need to contact the Registrar's Office.

Admission Policy for Limited Enrollment Programs In Nursing and Allied Health

Applications for admission to programs in health careers the following school year are listed below. (Nursing applications are accepted through December.) The application, high school transcript or GED scores, ACT or SAT scores, college transcript (if applicable) and other pertinent information to assure complete consideration should be on file by the deadline.

The credentials are organized by the Office of Admissions and are submitted to the appropriate selection committee for consideration. Any application received after that date will be considered only on a space-available basis. All applicants are notified by letter concerning their admission status.

Selection criteria are based primarily on academic background with some flexibility concerning life experience and training. Strong math and science background is highly recommended. Consideration will be given to students who have successfully completed college course work. Students with a college cumulative grade point average of less than 2.0 must remedy this situation before they can be eligible for admission to the programs. Students who have completed a GED must show evidence of successful completion of required prerequisite courses and submit ACT or SAT scores. Effective July 1, 2002 HIT is accepting ACT or SAT or placement testing.

Application Deadlines:

Associate Degree Nursing	December 31
Medical Laboratory Technology	January 31*
Radiologic Technology	February 1
Health Information Technology	March 1
Physical Therapist Assistant	January 31
Veterinary Technology	March 1
Emergency Medical Services	August 1

* Applications will be accepted after January 31 for the MLT program, however, preference will be given to those students who meet the deadline date. Applications will be accepted until the class is filled.

All documents must be on file by the deadline to assure complete consideration.

All applications of persons interested in the specific programs will be given every consideration in the selection process. Consideration will be given to students who have successfully completed college course work.

Students applying for Health Career programs who received a GED must provide ACT or SAT scores and high school transcript.

Nursing applicants must submit evidence of completion of high school or college chemistry, biology and algebra. Students seeking admission to the Medical Laboratory Technology program who have not had high school chemistry are required to take a basic introductory class in college chemistry.

Students should check with the coordinators of the programs for other specific requirements.

Continuing Education Units

Various activities of community interest are provided by the College with recognition as Continuing Education Units (CEU). Permanent records of CEU completions are kept on file. CEU credit is not accepted toward completion of degree requirements.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshmen who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Physical Examination

Physical examinations are not required for admission to Fairmont State Community & Technical College, but all Health Careers students must have a physical examination prior to entering any Health Careers program; forms should be submitted to Program Coordinators. All Early Childhood students must have a physical examination prior to entering the program; documentation of examination should be submitted to the Early Childhood Program Coordinator.

Scheduling Classes

All freshmen and transfer students who apply for admission may preregister during the spring and summer preceding fall enrollment.

At the beginning of each semester or term, all students are expected to complete registration on the days designated for this purpose. While all students are expected to register on time, late registration periods are permitted with prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance

with the fee schedule cited under Special Fees.

Admission to College Level English and Math Courses

As a result of freshman assessment and placement standards adopted by the State College System Board of Directors, the following requirements must be satisfied before enrolling in college level mathematics and English courses.

English

Students may not enroll in English 104 unless the minimum score prescribed below is earned on at least one of the following tests:

a. A score of 18 or above on the English section of the ACT.
b. A score of 450 or above on the verbal portion of the SAT-1.
c. A scaled score of 38 on the writing skills test of the ASSET.
d. A score of 71 or above on the writing skills test of the COMPASS.
e. A scaled score of 88 on the Sentence Skills test of the College Board's ACCUPLACER Testing System.
f. Satisfactory performance on a writing sample administered by each institution.

Students not meeting any one of the above standards must successfully complete ENGL 0097 before enrolling in ENGL 1104.

Mathematics

Students may not enroll in a mathematics course unless the minimum score prescribed below is earned on at least one of the following tests:

a. A score of 19 or above on the mathematics section of the ACT.
b. A score of 460 or above on the quantitative portion of the SAT.
c. A scaled score of 40 on the numerical test and 38 on the elementary algebra test of the ASSET.
d. A scaled score of 59 on the pre-algebra test and a scaled score of 36 on the algebra test of the COMPASS.
e. A scaled score of 85 on the arithmetic test and 84 on the elementary algebra test of the College Board's ACCUPLACER Testing System.

Students not meeting any one of the above standards must successfully complete MATH 0095 before enrolling in an introductory college credit math course. NOTE: Students may also be required to complete MATH 0093, General Math, and or MATH 0094, Pre-Algebra, before being permitted to enroll in MATH 0095.

Auditing Courses

Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. No student who enrolls in any class as an auditor may, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit.

Auditors are required to complete the regular registration forms and pay regular fees.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the College or must have completed one semester or summer session in Fairmont State Community & Technical College. Applicants must first schedule an interview with the program coordinator, who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission to take the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W" or "WP."

Applicants must pay a fee of $22.00 per semester credit hour for each special examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

College Level Examination Program (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program. CLEP examinations are open to all, whether enrolled at Fairmont State or not. Information about course credits, examinations available, cost of examinations, and procedures for applying for examinations is available in Career Services, Room 322, Turley Center or the Center for Workforce Education.

Articulation Policy

Articulation between Fairmont State Community & Technical College and regional high schools and vocational-technical centers permits students to receive college credit for certain course competencies and Tech Prep programs of study completed at the secondary level. Students are permitted to enter college at their level of competency and avoid duplication of course work. Students should contact their high school or Vocational Technical Center counselor for specific information concerning the articulation process.

Academic Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four semester hours credit, which may be used to satisfy General Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on the high school record and performance on the ACT or SAT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English-Students may receive three hours of college credit in English 1104 and may enroll in English 1108 if they present four units of high school English with no semester grade of less than a "B" and a standard score of 25 or higher on the English section of the Enhanced ACT or 610 on the English part of the recentered SAT.

Foreign Language-Students who present one or more units of high school French or Spanish may enroll in French 1102 or Spanish 1102. Students who present two or more units of high school French or Spanish may enroll in French 2201 or Spanish 2201.

French or Spanish minor and French major-Students electing a minor in French or Spanish or a major in French may satisfy the elementary level requirement, French 1101 and 1102, or Spanish 1101 and 1102, by presenting two or more units of high school French or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the major or minor.

The Summer Session

Fairmont State Community & Technical College offers two terms of five-week summer sessions. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Special bulletins for the summer session are prepared for distribution. Those interested in working toward a degree, or in renewal of certificates, or in preprofessional courses, should write for the Summer Bulletin. Address: Registrar, Fairmont State College, Fairmont, West Virginia 26554.

Televised Courses

Each semester, courses by television are offered that will satisfy degree or elective requirements. Student attendance is required at a minimum of five Saturday classes for orientation, review, and midterm and final exams.

Gaston Caperton Center of Fairmont State

The Gaston Caperton Center of Fairmont State is a regional campus located at 501 W. Main Street in downtown Clarksburg. Clarksburg, the county seat of Harrison County, is approximately 23 miles from the main campus of Fairmont State University. The Center serves as a site for delivery of courses for students enrolled in Fairmont State University or Fairmont State Community and Technical College providing students with a wide variety of course offerings. The Center is open from 8:00 a.m. until 10:00 p.m. Monday through Thursday, and 8:00 a.m. until 4:00 p.m. on Friday, during the semester.

Students can complete the Liberal Studies requirements for Bachelor of Arts and Bachelor of Science degrees, and all course requirements for the B.S. in Business Administration with an emphasis in General Business. The business common core for all baccalaureate business degrees may be completed at the Caperton Center. In addition, Associate Degrees can be completed in General Business, Accounting, General Studies, Criminal Justice and Physical Therapist Assistant. Many other course offerings allow students to make progress toward degree completion in several academic areas. Consideration is being given to increase the number of complete programs being offered at the Caperton Center.

The Center is housed in a 36,000 square foot state-of-the-art building consisting of the latest in computer connectivity, modern classrooms, computer and natural science labs, conference facilities, and a full-service library. The facility has 15 classrooms including three computer classrooms, one life-sciences lab for general biology, anatomy and physiology, etc., one physics lab for general physics, electronics and/or other technical course, and one physical therapy lab for the Physical Therapy Assistant program. In addition to one hundred computers which are utilized for direct instruction or instruction support activities, the building has a number of courtesy ports which allow students with laptop computers to connect directly into the college's network.

The facility has two large multi-purpose meeting rooms that serve as large lecture halls that seat 54 or 75 people respectively, or may be opened to accommodate 200 in auditorium seating or 125 at tables in a single room. Four small conference rooms are also available, with at least one on each floor.

The library contains up to 10,000 volumes with twenty-four computers in two labs to allow students to research internet and electronic data-bases and resources, as well as complete homework assignments and perform email functions. The library is open and staffed for the same operating hours as the facility. A reference librarian is available to assist students and faculty with research and library needs.

In addition to seating areas in several areas of the building, there are two student lounge areas, one faculty lounge, a portico seating area and an adjacent walled courtyard area with bench and wall seating.

The Center is in full compliance with handicapped accessibility, is served by an elevator to all three floors, and has restroom facilities on each floor. The center has 171 parking spaces in three separate lots with handicapped parking near the rear entrance.

Off-Campus Classes

Fairmont State Community & Technical College offers off-campus classes at Career Technical Centers and high schools throughout the 13 counties of North Central West Virginia. These counties include: Barbour, Braxton, Calhoun, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, and Upshur.

Off-Campus Programs

Fairmont State Community and Technical College offers a variety of courses at more than 25 sites a semester in a 13-county service area through Off-Campus Programs.

The *northern service area* includes classes at technical centers and high schools in Barbour, Doddridge, Marion, Monongalia, Preston, Randolph and Taylor Counties. Evening classes are scheduled for traditional and adult learners with additional classes offered for high school students on-site during the day.

Three complete associate degree programs are offered in the Barbour/Randolph county area and the Monongalia/Preston county area. They are: Business Technology, Criminal Justice and Liberal Studies. Depending on the size of the site, all or many liberal studies courses for baccalaureate degrees are offered also.

The *Lewis County Center* of FSC&TC is located in the Lewis County High School and offers a full range of classes in the fall, spring and summer semesters. The Center encompasses a five-county region which includes Calhoun, Gilmer, Braxton, Upshur and Lewis. The Center serves over 350 students both the traditional and non-traditional students with admission applications, academic advising/scheduling, first year student testing, financial aid, and payments.

Coordination between on-campus full-time faculty and adjunct faculty who teach off-campus courses assures the same standards of quality as those offered on campus. All off-campus classes are governed by policies and procedures in effect at Fairmont State.

Preparatory Art, Music, and Drama Programs

Art, music, and drama classes and private lessons taught by student and professional instructors are available to community, college, secondary and elementary students for an additional fee. Information may be obtained by contacting the School of Fine Arts office. College credit is not awarded for these courses.

Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and acted upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the nonresidents fees for each session therefore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of resignation must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code §2-2-10 as persons under eighteen years of age. The residence of minors shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residences, minors take the residence of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

State Residents Sixty-five Years Of Age Or Older

Residents of West Virginia who are at least sixty-five years of age may attend class for credit or no credit if space is available. Eligibility will be determined based on appropriate documents reflecting age and residency. Participants will be admitted according to the process for "Special Students" outlined in Fairmont State College's admissions policies. Students may register anytime during or after the preregistration period designated for "All Other Students" and through the Regular and Late Registration periods. Appropriate dates and times will be published in the Schedule of Classes for each term. Participants may register for either on or off-campus courses.

Eligible participants may elect one of two options for enrolling at the College. Participants must identify themselves and choose an option at the time of registration. No Credit Option. Eligible participants will be assessed fifty dollars ($50) per course plus applicable fees, i.e., technology, laboratory, parking permits, when appropriate.

Credit Option. Participants electing to earn college credit will be granted a waiver of fifty percent (50%) of the normal tuition and fees for courses. Technology, laboratory, parking and other special fees will be charged at the regular student rate.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or state income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Military

Individuals who are on active military service or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees provided that they established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and have at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes.

Aliens

Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

Former Domicile

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an instate residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals.

Payment of Tuition and Fees

The West Virginia law provides that: "No financial credit of any type shall be extended to any individual, either student or other, at any State College or Institution. All Colleges and Universities in the State Higher Education System shall operate strictly on a cash basis with all payments and obligations being collected in advance." The State Codes (laws) of West Virginia now permit the Colleges and Universities to enter into a deferred payment contract with its otherwise qualifying students for tuition only. Under this plan the student is required to pay a minimum of 60 percent during the registration period with the remaining 40 percent being due and payable before the end of the sixth week. There is a service charge equivalent to 18 percent APR on the unpaid balance. Ten days after the due date a late payment is charged in the amount of 5 percent or $5.00 whichever is less, plus a hold is placed on all records for non-compliance. The student will not have completed the registration process until all fees, plus interest and/or any penalties have been paid in full. Fees can be paid with Visa/Mastercard and Am. Express.

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment charge of $25 will be assessed after registration day; a $10 charge will be assessed on each check returned for "insufficient funds" unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Student records will not be released by the Registrar's Office for any student who has a delinquent financial obligation to the College.

All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from college, officially or unofficially, will not cancel any financial obligation already incurred. Additionally, failure to pay all financial obligations may result in debts being turned over to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.



Two-Year Community College Tuition & Fees*
Enrollment Fees Per Semester
On and Off Campus

	WV Resident	Non-Resident
12 hours or more, full-time students	$1,504.00	$3,510.00
11 hours	1,407.00	3,255.00
10 hours	1,280.00	2,960.00
9 hours	1,152.00	2,664.00
8 hours	1,024.00	2,368.00
7 hours	896.00	2,072.00
6 hours	768.00	1,776.00
5 hours	640.00	1,480.00
4 hours	512.00	1,184.00
3 hours	384.00	888.00
2 hours	256.00	592.00
1 hour	128.00	296.00

New Student Pre-registration Fee (Non-Refundable Fee) $120.00
Late Registration (Non-Refundable Fee) $25.00
Course Fee (per credit hour) $3.00
Aviation Course Fee (per credit hour) $35.00
Dormitory Room
- Double Occupancy, Morrow $1,340.00
- Double Occupancy, Pence and Prichard $1,340.00
- Bryant Place, Double Occupancy $1,520.00
- Bryant Place, Single Occupancy $1,790.00

19 Meals $1,402.00
15 Meals $1,274.00
Damage Deposit $150.00

All new students must pay a $120.00 New Student Pre-registration Fee.

In debts being turned over to the collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.

*All fees subject to change

Refund Policy for Tuition and Fees

A student who withdraws regularly from the college may arrange for a refund of fees, excluding special fees, in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. Classes may not be added or changed at this time.

Summer registration - Students will be permitted to preregister and pay in advance or to register and pay fees on registration day.

Semester Terms

During first and second weeks
(beginning with Registration Day) 90%
During third and fourth weeks 70%
During fifth and sixth weeks 50%
Beginning with seventh week No Refund

Summer Terms

Registration Day through the first three days of classes 90%
Fourth through sixth day of classes 70%
Seventh through ninth day of classes 50%
Beginning with tenth day of classes No Refund

Residence Hall Expenses Per Semester

Morrow, Pence and Prichard $1,340.00
Bryant Place, Single $1,790.00
Bryant Place, Double $1,520.00

Food Service

All residents of Morrow, Prichard, Pence Halls, and Bryant Place are required to purchase a meal ticket for use in the College cafeteria or snack bar located in the Student Center. Campus Dining Services offers three meal plans.

Students who do not live on campus may select from the following nonrefundable plans:

A. Falcon 19 Plan
(19 meals) $1,402.00 per semester
B. Falcon 15 Plan
(15 meals) $1,274.00 per semester

Summer School Room and Food Service

4 Day Meal Plan $325.00
Room, Double occupancy for five weeks $300.00
Damage Deposit (Refundable) $50.00

Damage Deposit

This fee, less charge for any damage, is returned at the end of occupancy period. $150.00

Key Deposit

This is returned when the student vacates the residence hall room and returns the key to the Residence Director $2.00

Social Fee

The fee is to be paid when a student moves into a residence hall. It covers the cost of the local newspaper, *TV Guide*, television cable, Christmas party, and various other expenses of the hall $11.00

Payment of Room and Board

Regular term payment of room and board and $150.00 damage deposit must be paid on or before registration day. Summer term payment of room, board, and a damage deposit for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay a $150.00 deposit at the time the application is filed with the College. (This amount is subject to change at any time.) The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Residence Life. Residence halls are filled on a first applied basis.

Notice of cancellation of room reservations must be received by the Residence Life Office by June 1. Otherwise the total amount of $150.00 will be forfeited. (Exception: Should the applicant be denied admittance to the College, a full refund will be made without regard to dates.)

Fee Payments

Tuition and fees may be paid by cash or check, or by Visa, Mastercard, Discover, or American Express bank cards. Students

have the option of paying 60 percent of their tuition and fees by Registration Day and 40 percent plus interest within six weeks. Students receiving financial aid must apply 100 percent of their aid prior to paying 60 percent of the balance due.

Non-Payment of Tuition and Fees

All outstanding balances resulting from non-payment of tuition and fees are the responsibility of the student. Withdrawal from college, officially or unofficially, does not cancel financial obligations already incurred. Additionally, failure to pay all financial obligations may result in the account being sent to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment is available to students who need assistance in meeting their higher education expenses. All funds are administered by the Financial Aid Office in compliance with institutional, state and federal guidelines.

Need Based Aid Philosophy Statement

1. Fairmont State Community & Technical College's primary purpose in awarding financial aid is to assist those students who without such aid could not attend.
2. Within its available resources, the College attempts to meet the financial needs of its students. The total financial aid awarded a student shall not exceed the College budget or the student's need, as appropriate.

Scholarship Philosophy and Procedure Statement

It is the intent of Fairmont State Community & Technical College, as an institution of higher learning to promote and foster the highest degree of scholarship from its students. The College actively recruits students who have excellent academic records and recognizes and rewards those who continue to excel.

The objective of the College's scholarship program is to foster the recruitment and retention of a diverse student body with special talents. To accomplish this objective a variety of merit scholarships are developed with special criteria (ex.: Falcon Scholarships, Academic Discipline-Specific Scholarships, International Student Scholarships, Athletic Scholarships, etc.)

The College is ultimately responsible for final approval of scholarship programs and related policies and procedures. Further, various offices or committees are responsible for segments of the scholarship programs. The Fairmont State Foundation, Inc., through the auspices of the Fairmont State Foundation's Scholarship Committee, collaborates with the Office of Admissions and Financial Aid Office to explore new areas of scholarship development and expansion, and assist those interested in establishing new merit-based scholarships or enhancing currently established scholarship programs for Fairmont State students. New scholarship programs are reviewed for consistency with institutional recruitment and retention goals and the scholarship philosophy statement, and must be reviewed and endorsed by the Faculty Senate Financial Aid Committee and approved by the President.

The College's Financial Aid Office also administers scholarship aid delivery for a wide range of externally-funded and managed merit and need-based scholarships received by Fairmont State Community & Technical College students.

Sources of Financial Aid

The Financial Aid/Scholarship Brochure details all sources of financial aid offered by Fairmont State Community & Technical College and is available on the College's homepage at http://www.fscwv.edu.

Definition of An Academic Year

For Pell Grant and Direct Loan processing, the academic year at Fairmont State Community & Technical College begins with the fall, continues with the spring, and concludes with the summer term.

Procedures for Obtaining Financial Aid

1. Students must complete and submit an application for admission to the Fairmont State Office of Admissions (new students only).
2. For full consideration of aid based on need, students must complete and submit the Free Application for Federal Student Aid (FAFSA) to the federal processing center by March 1. The FAFSA must be submitted annually.
3. For consideration of eligibility for academic scholarships, students must apply for admission to the College prior to February 1 and submit a scholarship application to the Financial Aid Office by February.
4. Students interested in aid for summer must complete a separate application which is made available in March.

Satisfactory Academic Progress for Federal Financial Aid

To receive funds administered by the Financial Aid Office at Fairmont State, students must be making measurable academic progress toward completion of an eligible degree or certificate. Federal regulations require evaluation of both quantitative and qualitative academic progress. Effective beginning with Fall semester 2003, the following guidelines will be applied.

A. Cumulative Grade Point Average (Community College and Baccalaureate College):
00-32 total credit hours, minimum cumulative GPA 1.5
33-64 total credit hours, minimum cumulative GPA 1.75
65-above total credit hours, minimum cumulative GPA 2.0
Cumulative Grade Point Average (all graduate programs):
00-36 total graduate credit hours, minimum cumulative GPA 3.0

B. If the student's cumulative GPA falls below the minimum standard at the end of a grading period, the student receives a "warning semester" during which aid continues. At the conclusion of the warning semester, the student cumulative GPA must meet the appropriate minimum. In those instances where it does not, the student will no longer receive financial assistance.

C. All students enrolling at Fairmont State for the first time (including transfers) will be considered to be meeting academic progress in the first semester of enrollment. However, in order to continue receiving the financial aid, recipients must meet all requirements at the end of the first grading period at Fairmont State or student will receive a "warning semester".

D. In addition to maintaining the overall GPA, a student must be making reasonable academic progress. A student must earn at least 67% of all hours attempted each semester at Fairmont State (this calculation will be rounded to the closest whole number). This applies to the graduate programs as well. A student who does not earn 67% of all hours attempted in a semester will continue to receive the financial aid during a "warning semester" but MUST earn 67% of all hours attempted in that semester of enrollment (summer enrollment is not considered in this assessment).

E. Students must complete their program of study within

150% of the number of hours required for the degree objective. For a baccalaureate program of 128 hours, students must complete within 192 attempted hours. For an associate program of 64 hours, students must complete within 96 attempted hours. For a certificate program of 32 hours, students must complete within 48 attempted hours. For a graduate program of 36 hours, students must complete within 54 attempted hours.

F. Post-graduate, second undergraduate degree and teacher certification students must complete degree/certification program within 60 hours of undergraduate course work.

G. Financial aid recipients/applicants whose aid has been cancelled or denied as a result of failure to meet the required standards may be reinstated under the following conditions:
 1. Student overall GPA meets minimum.
 2. Student earns 67% of attempted credits during a semester.
 3. Appeal is granted by Financial Aid Office or Financial Aid Appeals Committee.

 Students who wish to appeal the loss of aid because of failure to meet SAP requirements may do so with the Financial Aid Office. Forms available upon request. Appeals may be granted due to hardship based on (a) death of an immediate family member; (b) personal injury or illness of the student, or (c) special circumstances as explained by the student and approved by the Financial Aid Office. Documentation such as death certificate / notice, physician's statement, academic degree plans, or other documents deemed necessary by the Financial Aid Office is required.

If the appeal is denied by the Financial Aid Office, a student may request a review by the Financial Aid Appeals Committee. Fairmont State Faculty Senate appoints this committee in accordance with standard committee procedures. The decision of the Financial Aid Appeals Committee is final.

Academic Forgiveness and Financial Aid

Candidates for academic forgiveness may receive financial assistance during the readmission semester. Candidates who are part-time must take a minimum of six credit hours in order to receive aid and must maintain minimum 2.0 GPA for continued aid. If the cumulative GPA during the readmission semester is less than 2.0, there will be no further financial assistance.

Candidates must have a signed, written request on file with the Registrar and with the Director of Financial Aid and Scholarships in order for financial assistance to be released.

Financial Aid Refund/Repayment Policy

Federal regulations require that Fairmont State Community & Technical College recalculate eligibility for financial assistance for students who withdraw, drop out, or are dismissed before completing the enrollment period. This recalculation may result in requiring a student to return financial aid funds to the various federal aid programs.

A student "earns" Title IV federal aid based upon the length of time the student remains enrolled during the enrollment period. Title IV federal aid includes the Federal Pell Grant, Federal SEOG, Federal Perkins Loan, and William D. Ford Federal Direct Student and PLUS loans. Students enrolled for more than 60 percent of the enrollment period (determined by the number of days completed up to the withdrawal date) are considered to have earned 100 percent of Title IV funds and are not required to return their aid. Students enrolled less than 61 percent of the enrollment period must return the "unearned" portion of Title IV funds to the various aid programs. This return may result in unpaid charges to the College for tuition/fees and room/board. The College will bill the student for any balance due. Students who received aid to assist with related educational expenses may also be required to return a portion of their aid. Students who owe a repayment to any federal financial aid program are no longer eligible for financial aid at any post-secondary institution. Eligibility may be re-established after the repayment is satisfied.

If a student who began attendance and does not officially withdraw, fails to earn a passing grade in at least one course, for Title IV purposes, the student is considered to be unofficially withdrawn and FS must recalculate aid.

Please keep in mind this repayment policy is in addition to the institution's refund policy. A student that withdraws from school could owe federal financial aid as well as repayment back to the WV Higher Education Grant Program, Promise Scholarship Program and/or Fairmont State.

Veterans' Policies

The following policies and procedures will be observed by Fairmont State Community & Technical College for the purpose of determining satisfactory progress for all students receiving veterans benefits, the Veterans Administration will be notified of any veteran who is not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester of a student receiving veterans benefits who is either suspended or placed on academic probation by Fairmont State College. The Office of the Assistant Vice President for Academic Affairs supplies the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. All instructors will be provided with a list of students receiving veterans benefits.
2. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from college or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

The final grade policy for all courses attempted applies to all students at Fairmont State Community & Technical College, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the College Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance, indicating lack of satisfactory progress by the student receiving veterans benefits. There are no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. Veterans are informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).

Student Affairs

Fairmont State Community & Technical College provides many services to its students for the purpose of assisting them to adjust to the college environment. The Office of the Vice President for Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of students.

Developmental opportunities are a significant part of the educational experience. The Office of Student Affairs encourages students' growth and development by assisting them to understand themselves, others, and their relationship to society. The Vice President for Student Affairs coordinates and assumes responsibility for all activities and services to achieve this objective. Services include career services, residence life, counseling, student health services, child care, disability services, freshman orientation activities, student organizations, student activities, Student Government, and student (work-study) employment on campus.

Career Services

The Office of Career Services provides students and alumni with a variety of services. These services include career exploration, career/life planning, and job placement. Students can utilize interactive computer software and career counseling to clarify career options. An extensive career resource library is also available. Career Services provides the following:

- Assistance in declaring a major through a variety of assessment tools
- Personalized career counseling
- Information on employment trends, outlooks, etc.
- Internship/practical experience opportunities
- Seminars, career/job fairs
- Job placement class (Human Services 1199)
- Graduate school information
- Internet job search
- Full and part-time job opportunities
- Access to job referral system
- On-campus interviewing
- Career resources library
- Establishment of credential file
- Work Study job assignments

Freshmen through seniors and alumni are encouraged to take advantage of the services and resources. The Office of Career Services is located in Room 322 Turley Center and is open Monday through Friday, 8:00 a.m. to 4:00 p.m. Evening appointments may be made by arrangement. Call (304) 367-4214.

College Counseling Service

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. The staff consists of professionals trained in clinical practice and counseling that are experienced in dealing with issues of college students. These services are available to all students in the belief that they often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the College Counseling Services are held in strict confidence. Appointments may be made by calling, (304) 367-4792 or in person in Room 308, Turley Center.

Residence Life

The College maintains four residence halls which accommodate approximately 644 students. Each residence hall provides a learning environment which is designed to enhance academic and social life.

Residence Standards

1. All unmarried freshman students who do not commute or who do not reside with their families are required to reside in college housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; students may not move or transfer from any residence hall, except to graduate, to withdraw for the remaining part of the academic year, to marry and live with their spouse, to commute to take care of an incapacitated parent, or to move to a different environment for health reasons.
3. Applicants for room reservations must pay a $150 deposit at the time of application; this fee will be credited to the applicant's room-rental account. Notice of cancellation must be received by Student Affairs by June 1 or the $150 deposit is forfeited. A $150 deposit is required of students who wish to reserve a room for the spring term. This deposit will be returned upon notice provided that the request for a refund is received before December 15.
4. All residence hall students and their parents or guardians are responsible for being familiar with the purchase of meal tickets, the code of behavior, and all other regulations that are listed and explained in the Residence Life Handbook.
5. The College reserves the right to limit the number of students in the residence halls under its control.
6. Students who live in Pence, Morrow, or Prichard Hall as well as Bryant Place must purchase a meal ticket for the Dining Hall.
7. A student who is absent from a residence hall for seven consecutive days will not be charged for meals provided that the food service director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence.
8. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.
9. In cases where a preponderance of circumstantial evidence of policy violation or criminal action exists, the student's room will be searched in accordance with the Student's Rights and Responsibilities of Fairmont State College.
10. Any residence hall student who is suspended or expelled from the College for disciplinary reasons may forfeit their right to any residence hall refund.
11. All residence halls are smoke free.
12. The College is a "dry campus." Alcoholic beverages are not permitted in the Residence Halls.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students. These tests include, but are not limited to, the following:

American College Testing Program (ACT)
Registration for some classes is contingent upon its completion.

College Level Examination Program (CLEP)
Students who wish to obtain credit by examination may check in room 322 of the Turley Center for test information.

Disability Services

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must

contact the Coordinator for Disability Services, who is located in Student Affairs, if these services are desired. The Associate Provost is notified and provided written documentation of the required academic accommodations and apprises advisors, school chairs, and instructors of this information each semester. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class preregistration. For additional information refer to the brochure "Disability Services" available in Student Affairs.

Student Orientation

New students arrive on the campus in advance of other students to become acquainted with the campus, buildings, academic programs, student activities, and student welfare in general. Throughout the orientation period, new students are assisted and guided by trained student counselors, who are sympathetic to the individual problems of students.

Student Health Service Center

A physician assistant and a registered nurse are available to examine and advise students in matters pertaining to their health. When college is in session, a nurse is available from 8:00 a.m. until 4:00 p.m., Tuesday, 8:00 a.m. until 5:00 p.m. M,W,Th, and 8:00 a.m. until 12:30 noon on Fridays in the College Clinic in Colebank Hall for first aid and for the treatment of minor ailments. The college physician assistant has regular campus office hours Monday, Wednesday, and Thursday, 9:45 a.m. until 5:00 p.m.

Multicultural Affairs

The Office of Multicultural Affairs provides multicultural education for all students. Educational endeavors will assist majority and minority students to identify their commonalities and recognize, understand, accept, respect, and value their differences. Students will learn to relate to members of diverse groups, communicate effectively across racial and cultural lines, and transfer these skills to a variety of settings.

The Office of Multicultural Affairs also promotes systematic change that fosters a multicultural perspective across campus. As change agents, we work with various allies to incorporate diverse perspectives into every facet of the institution, including admissions, hiring practices, administrative policies and procedures, academic curriculum, and co-curricular activities. Our journey will not end until every unit on campus and the College as a whole address multicultural issues in an optimal manner.

Finally, the Office of Multicultural Affairs provides support to under represented ethnic groups. This support includes assessment and other functions designed to identify the psychosocial, academic, and other needs of minority students; communication of these needs, along with recommendations for meeting them, to other units of campus; programs and services that enhance students' personal, social, educational, and cultural development; and efforts to encourage all students to participate in and contribute to the life of the campus.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published Student Handbook and the Parking and Vehicle Regulations brochure.

Student Automobile Regulations

Because of the large number of vehicles used by students, traffic on the College campus is seriously congested. In the interest of safety and service, rigid regulations have become necessary. All parking is limited to defined areas, and restricted parking is established in certain areas.

See parking pamphlet or on Fairmont State Home page access Security and Parking Regulations.

The Libraries of Fairmont State Community & Technical College

Fairmont State Community & Technical College has three libraries that may be used by students, faculty and staff. The Ruth Ann Musick library is on the second and third floors of the library building on the main campus. The other libraries are located at the Caperton Center in Clarksburg and the National Aerospace Education Center (NAEC) at Bridgeport. These facilities function at the heart of the community college's academic program. Library personnel work closely with students and faculty to develop research skills and to provide a wide range of support services that enhance the learning experience. The library's print and electronic holdings are designed to support the curricular needs of the academic program of study offered at the college and to encourage intellectual and personal growth.

The libraries provide easy access to over 285,000 items including books, periodicals, government documents, compact discs, videos and other multimedia, and to electronic databases. Subscriptions to over 16,000 journals and newspapers, either in print or online full text provide the latest information in all disciplines.

The libraries have an online, web-based catalog of all holdings. This catalog is searchable from any location in the world, through the use of a web browser.

Reference Services

The librarians offer instructional programs and training sessions, including orientation which covers the use of the library's resources, methods of dealing critically with available information and ways in which the library can provide information, both through traditional means and by the latest electronic methods. Training in the use of information gathering on the Internet and through other electronic information resources is available to all users.

The library on the main campus is open almost 100 hours a week during fall and spring semesters and over 66 hours during the summer sessions. At least one professional librarian is available or on call most hours that the library is open. The librarians provide individualized assistance with projects, research questions, and papers.

Among the libraries' holdings are thousands of reference works, abstracts, and indexes, as well as computerized, web-based databases, both full text and bibliographic in nature.

Interlibrary Loan

If students need research materials that are not available in one of the libraries, the items may be requested through Interlibrary Loan, either online or in person. Users may place requests online, using ILLIAD, and may track the progress of requests. Using a major bibliographic database (OCLC), library staff handle requests quickly and efficiently. Fax equipment, the posting of articles to a secure website for borrowers, and ARIEL (Internet transfer of documents) are all used to improve response time.

Online Services

The librarians at Musick Library maintain the libraries' web pages with information resources available to all students online. Resources include journal indexes, full text journals, encyclopedias, style manuals, newspapers, government documents, and bibliographic indexes in all areas of the sciences, social sciences, humanities, and technology. There are over 40,000 books available, full text, through the online catalog. Specialized assistance in lo-

cating resources is available and students and faculty may email questions to the librarians. All online resources are available remotely from any location with Internet access, through the use of the Fairmont State email username and password.

Student Government Association

Student Government at the College actively seeks to supplement the academic atmosphere with intellectual, cultural, and social activities. Student Government members are involved in all aspects of life on campus and work cooperatively with the college administration.

Every segment of the student body is represented in the Government. Members are elected each spring by the student body and receive special training for their positions. The association is comprised of the president, vice president, secretary, treasurer, parliamentarian, representatives of the four classes and other groups. An advisor is assigned by the Vice President for Student Affairs.

Student Government meets weekly in 128 Hardway Hall. All meetings are open and any student is welcome to attend.

Food Services

Dining Hall:

A marketplace of food venues is attractively presented in the Turley Student Center Dining Hall. Customers can take advantage of the one price — meals or select just a salad, sandwich or single cookie. The hours of operation, the meal prices and the menus are posted in the entrance hall to the dining room. A la' Carte pricing is posted at each of the following food stations:

- Grille
- Pasta Bar
- Home-cooked Entrees
- Deli Bar
- Show Cookery Station
- Soup & Salad Bar
- Dessert Buffet
- Breakfast Bar
- Beverage Bar

To spice things up a bit — look for our Trendsetters — where we surprise customers with a Nacho Bar, with an Ice Cream Sundae Bar or a similar special treat!

Nickel Snack Bar & Store:

Check our the new NICKEL (located on the upper floor of Turley Center). With coffee, beverages along a tempting menu of sandwiches, pizza, pepperoni rolls, soup and salads. Our expanded convenience store is fully stocked for all your needs - from gourmet ice cream pints of frozen dinners, from bags of candy to boxes of cereal, from over-the-counter medicines and toiletries to laundry detergent. Take advantage of your "local corner store."

Turley Center

The Turley Center is a modern, spacious building centrally located on campus. It houses the College Bookstore, a snack bar, the ballroom, meeting room, and a study lounge. In the Bookstore, students may purchase all textbooks, stationery, school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages are weighed only for mailing. The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students. A ballroom and meeting are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

Various recreation tournaments are held each semester under the direction of the student center activities coordinator. The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious-minded students in their preparation for academic endeavors.

Clubs, Honor Societies, and Social Organizations

College students have organized over 80 clubs and honorary organizations for the promotion of interests in various subject matter fields, the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations can be found in The Campus Organization Handbook or Room 309, Turley Center.

Religious Organizations

Organized groups on campus include the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodists and Presbyterians, Chi Alpha, related to the Assemblies of God, and the Baptist Campus Ministry related to the American Baptist Church. A complete list of active organizations are available in the office of Student Affairs.

Services of ministers of many denominations and other faiths are available to the campus at all times through the Newman Center and Wesley Foundation.

Publications

Student publications are comprised of *The Columns*, the student newspaper, *The Mound*, the yearbook, and *Whetstone*, a student art and literary magazine. Staff positions are open to all interested students. Application forms are available in Room 301 Jaynes Hall, the student publications business office. Students participating as staff members may also receive one-hour college credit for their work by enrolling in Journalism 199 (Section 01, for *Columns*; Section 02, for *Mound*; Section 03, for *Whetstone*) and performing duties as assigned by the editor. Editors of the respective publications are chosen annually by the Student Publications Board, the governing body of all student publications.

All publications allow students to showcase their writing, photographic, and graphic skills in professional settings using advanced computer technology. *The Columns* is published ten times per semester and is distributed campus-wide by noon each Monday. *Whetstone* is published each semester. *The Mound* is published annually. *Tracts* a journal for undergraduate scholarship. *Kestrel: A Journal of Literature and Art*, a professional art and literature journal which features poetry, fiction, non-fiction, drama and art work from art and literary professional around the world, offers junior and senior level students an opportunity for a professional immersion experience in adjudication, publication and business management through an internship with three hours of course credit (journalism 399: *Kestrel*). *Kestrel* is published twice a year, fall and spring, and acts as an arts bridge to the community. The goal of both programs is to promote "living" literature, and art. Interested students should inquire in the School of Language and Literature.

All publications are financed primarily by student fees.

Music Organizations

Performing organizations in the Music Department are open for the participation of all interested and qualified students at Fairmont State.

Instrumental organizations include the Falcon Marching Band, FSC Concert Band, College-Community Symphony Orchestra, Brass Ensemble, Percussion Ensemble and Stage Band. Additional Chamber ensembles are organized on occasion under faculty supervision.

Vocal ensembles include the Collegiate Singers, Chamber Choir

and the College- Community Chorus. Additional ensembles are organized on occasion under faculty supervision.

All musical ensembles present concerts on and off campus during the school year. Interested students should contact the Music Department for additional information.

Forensics

(Public Speaking and Debate Activities)

Traditionally the College offers a variety of programs for all students interested in public speaking and debate. Participation in all of these activities is open to any full-time student in good academic standing at the College. All activities are under the direction of the Speech Communication and Theatre faculty.

The Intercollegiate Debate Squad annually participates in 10 to 15 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, television and radio presentations. The College is a member of the National Forensic Association and the American Debate Association and a subscriber to the American Forensic Association Code of Forensics Program and Forensics Tournament Standards for Colleges and Universities.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, impromptu speaking and after-dinner speaking. Students who have demonstrated mastery of theatre studies and excellence in theatre performance or technical theatre are offered membership in the Alpha cast of Alpha Psi Omega, the National Dramatic Honorary.

All full-time students have the opportunity to participate in the Annual M.M. Neely Oratorical Contest. The contest is a persuasive speaking event which is endowed by the heirs of the late U.S. Senator and Governor of West Virginia, M.M. Neely. All speech communication majors and minors must compete in the Neely Contest as a final recital presentation.

The campus Chapters of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

The College traditionally offers an active theatre program for performer, technician, and theatre goer.

The Masquers, since 1923 the student theatrical production organization, present a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to the public. Membership in Masquers is open to the student body and is earned through participation with the college theatrical productions.

Since 1960 the Masquers' Town and Gown Players have presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and members of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatre goers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at the College on a volunteer or credit basis.

The Masquers, Jr., periodically present a play for a children's audience. It is produced in conjunction with Theatre 352, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body.

The Masquers Reader's Theatre provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports

Fairmont State offers a variety of intramural sport programs for the benefit of all students, faculty and staff. Various activities are organized for competitive play among groups, organizations, and individuals. It is the goal of the department to promote competition, camaraderie, and physical fitness while encouraging sportsmanship, fair play and respect for competition. All students are urged to participate in the intramural program. Sports include flag football, volleyball, basketball, bowling, golf, softball, badminton, spades, soccer as well as other activities suggested by students.

Several facilities are open for student free play and recreation. Colebank gynmasium is opened most evenings and weekend hours. The weight room, racquetball courts, and pool are opened at various times for student enjoyment, and students may join the Wellness Center for an added fitness outlet.

Intercollegiate Sports

The College sponsors an intercollegiate athletic program for men in football, basketball, baseball, cross-country, golf, tennis and swimming. The intercollegiate athletic program for women includes tennis, golf, basketball, volleyball, swimming, softball, and cross-country. Cheerleading is offered for both men and women. There are fine indoor and outdoor facilities and equipment for physical education and recreation. All students are free to participate in any one or more of the intercollegiate sports and in all recreational activities.

Athletic Policy

The program of intercollegiate sports at Fairmont State Community and Technical College is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the faculty.

The general objectives of the intercollegiate sports program at the College are to teach young men and women the values of sportsmanship, good physical conditioning, and the disciplinary and social values of organized team play. Specific values include the training afforded prospective coaches and physical education instructors through participation and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

- The ultimate responsibility for the conduct of the athletic program rests with the President.
- Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.
- The award of scholarships, student loans, and student employment to athletes are made through the same agency of the College and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.

- All athletic funds are handled by the Business Office of the College. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.

- An effort is made to compete only with colleges having similar educational and athletic policies.

- The College is a member of the West Virginia Intercollegiate Athletic Conference and the National Collegiate Athletic Association (NCAA). Athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Alumni

The Alumni Association of Fairmont State is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, Fairmont State University, and Fairmont State Community & Technical College.

The history of the Alumni Association dates back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Thursday evening and continue through Saturday and include a parade, banquet, and business session. The class of 50 years ago returns to the campus for a day's visit and dinner as guests of the Alumni Association and the College. This group of alumni who graduated 50 years ago automatically become members of the Emeritus Club. The unit was formed in 1963. In addition, the Alumni Association funds one scholarship each year—to a son or daughter of FS alumni. The scholarship, worth $500, is awarded by the Financial Aid Office based on criteria set by the Alumni Association. Another $1,000 award is given annually to an education major in honor of former president Wendell Hardway.

Information concerning the Alumni Association may be obtained by writing to the Alumni Office, Fairmont State, Fairmont, West Virginia 26554.



Degree Requirements and Academic Information

An Associate of Arts, Associate of Applied Science, or Associate of Science degree is also granted upon successful completion of at least 60 semester hours in the two-year curricula. A Certificate is offered in several areas.

Fairmont State Community & Technical College
Associate of Arts, Associate of Science,
Associate of Applied Science, CertificatePrograms

	Degree Offered	Minimum Sem. Hrs. Required
Administrative Support	A.A.S.	66
Airframe and Aerospace	A.A.S.	75
Applied Design		
Fashion Design	A.A.S.	65
Interior Design	A.A.S.	65
Aviation Maintenance Technology	A.A.S.	68
Aviation Technology	B.S.	(see FSU)
Board of Governors	A.A.S.	60
Business Technology		
Accounting	A.A.S.	66
General Business	A.A.S.	66
Criminal Justice	A.A.S.	65
Drafting/Design Engineering Technology	A.A.S.	65
Early Childhood	A.A.S.	66
Emergency Medical Services	A.A.S	66
Food Service Management		
Culinary Arts	A.A.S.	67
Dietary Manager	A.A.S.	67
Institutional Food Management	A.A.S	65
Graphics Technology		
Commercial Design	A.S.	64
Electronic Publishing	A.S.	64
Internet Publishing	A.S.	64
Health Information Technology	A.A.S.	72
Homeland Security	A.A.S.	68-71
Information Systems Technology	A.A.S.	66
Interpreter Training		64
Liberal Studies	A.A.	67
Medical Laboratory Technology	A.A.S.	72-74
Para-Education	A.A.	65
Physical Therapist Assistant	A.A.S.	70
Veterinary Technology	A.A.S.	77
Occupational Development		
Building and Construction Trades	A.A.S.	64
Early Child Practitioner	A.A.S.	64
Emergency Medical Services	A.A.S.	72
Correctional Officer	A.A.S.	68
Fire Fighters	A.A.S.	65
Food Service Specialist	A.A.S.	64
Technical Studies		
Automotive Technology	A.A.S.	64-72
Highway Technician	A.A.S.	72
Information Systems	A.A.S.	64
Radiologic Technology	A.A.S.	74
Water and Wastewater	A.A.S.	71
Wood Production Technology	A.A.S.	64
Certificates (One-year)		
ASL Communication	Certificate	33
Emergency Med. Technician-Paramedic	Certificate	36
Laboratory Assistant	Certificate	35
Paraprofessional in Education	Certificate	36
Skill Set		
Accounting	Skill Set	18
Administrative Assistant	Skill Set	18
Ballroom Dance	Skill Set	20
CAD Computer Aided Design	Skill Set	16
Classroom Teacher's Aide	Skill Set	6
Classroom Teaching Assistant	Skill Set	18
Computer Forensics	Skill Set	18
Early Childhood Teaching Aide	Skill Set	6
Early Childhood Teaching Assistant	Skill Set	18
Intelligence Research & Analysis	Skill Set	21
Office Technology	Skill Set	18
ProMgmt Certificate	Skill Set	20
Serve Safe	Skill Set	2

Degrees

Fairmont State Community and Technical College offers three kinds of two-year associate degrees.

Associate of Arts

The associate in arts degree is designed to satisfy the lower division requirements of bachelor of arts degrees, thereby, preparing students to transfer to an upper division baccalaureate program. The studies required in this degree embody the characteristics of an educated person and generally place emphasis upon the social sciences, humanities, and professional fields within these disciplines.

Graduation from an associate in arts program assures that students have been provided a foundation in general education that enables them to appreciate their culture and environment as well as different cultures of the world; the development of a system of personal values based on accepted ethics that lead to civic and social responsibility; and the attainment of communication skills necessary for growth as a lifelong learner. It also assures the employer that graduates have satisfactorily completed at least 60 credit hours.

Associate of Science

The associate in science degree is designed to prepare people for immediate employment or to satisfy the lower division requirements of bachelor of science degrees, thereby, preparing students for the work force or to transfer to an upper division baccalaureate program. A minimum of 6 hours of transfer English and 12 hours of math and/or science are required for this degree and will embody the characteristics of an educated person and generally place emphasis upon the sciences and mathematics that support technical fields of study, such as engineering, agriculture and science-related fields.

Graduation from the associate in science program assures that students have been provided a foundation in general education that enables them to appreciate their culture and environment as well as different cultures of the world; the development of a system of personal values based on accepted ethics that lead to civic and social responsibility; and the attainment of communication skills necessary for growth as a lifelong learner. It also assures the employer that graduates have satisfactorily completed 60-72 credit hours.

Associate of Applied Science

The associate in applied science degree is generally awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences and are designed to

lead individuals to employment in a specific career. It also assures the employer that graduates have satisfactorily completed 64-72 credit hours. Although the objective of the associate in applied science degree is to enhance employment opportunities, some baccalaureate degree granting institutions have developed upper division programs to recognize this degree for transfer of credits.

Certificate Programs

Certificate programs, which generally take one year or two semesters of full-time course work to complete, are designed for students seeking to learn basic skills or to increase their proficiency in a specific occupational area. In a certificate program, students take skill-development courses in their field of interest and a limited number of related courses. Graduates of certificate programs may use their credentials to seek immediate employment or may continue their studies in a degree program.

Degree Programs—See Academic Information for a complete list of Community and Technical College Programs.

Associate Degrees as Minors for Baccalaureate Programs

Any successfully completed associate or two-year degree offered within the Community and Technical College, except General Studies and the field of the B.A.-B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (nonteaching baccalaureate) degree awarded by Fairmont State College.

Any successfully completed associate degree offered within the Community and Technical College, except General Studies and the field of the B.A.-B.S. major, may be used to fulfill the requirements for a minor in any B.A. or B.S. (nonteaching baccalaureate) degree awarded by Fairmont State University.

General Studies Requirements

The General Studies courses at Fairmont State Community and Technical College are intended to provide students with the intellectual skills and the breadth of knowledge which will enable them to thrive both as individuals and as citizens in a democracy and be better able to think clearly, choose wisely, and act responsibly. More specifically, the General Studies courses should accomplish these objectives:

1) Help students master the skills of analytical reading and listening, oral and written expression, quantitative reasoning, independent thinking, and the ability to find and use information effectively.
2) Help students comprehend, analyze and appreciate
 a. The world's arts and literature;
 b. The historical and political experience of the world, with appropriate emphasis on that of Western Civilization and America;
 c. The perspectives and methods of the social sciences, philosophy, and technology;
 d. The basic scientific principles which are at work in the world and the procedures used to discover them; and
 e. The knowledge and skills whereby a healthy life may be lived.

The common theme among most of the General Studies courses is connections: connections between belief and action, past and present, other societies and our own, other people and ourselves as well as connections among various fields of knowledge. Insofar as possible, each General Studies course is global and pluralistic in perspective, promotes reflection on values, emphasizes major and enduring aspects of its subject, and reinforces students' intellectual integrity and their abilities to think, read and express themselves clearly, independently and creatively.



General Education Requirements



General Education Requirements

The new General Education program will be for all associate degree programs, both terminal and articulated with Fairmont State College. Many of the programs in the C&TC are designed as 2+2 curriculums that articulate directly into Fairmont State University baccalaureate degrees, and thus most courses in this General Education program are also in the Liberal Studies requirements. The general education curriculum will meet the needs of all associate degree programs including Occupational, Technical, or Board of Governors degree (however, number of required credits may vary) or articulated programs with the 4 year college. It will align general education of the C&TC more closely with the 4 year college, facilitating a clearer perception of a required studies core for all students. All associate degree programs in the C&TC have been reviewed against the reorganized general education requirements and will fit the needs of AA, AS, AAS, and Occupational/Technical degrees. In addition, it is suggested the current general studies be referred to as"General Education"for the C&TC", to distinguish it from the 4 year program.

General Education Requirements for
Associate of Arts
Associate of Science
Associate of Applied Science
2+2 Articulated Programs with Fairmont State University
..... 15 hours

Occupational, Technical and Board of Governors Associate of Applied of Science degrees vary by program. See individuals programs for specific requirements.

INTERACTIVE INQUIRY 9 – 12 hrs
(Freshman Experience)

Writing Skills 6 hrs
ENGL 1104 Written English I 3 hrs
(PR: ACT 18 or ENGL 0097)
ENGL 1108 Written English II 3 hrs
(PR:"C"or higher in ENGL 1104)
Or
ENGL 1109 Tech Report Writing* 3 hrs
(PR:"C"or higher in ENGL 1104)
"C"required for graduation in ENGL 1108 or ENGL 1109

Listening, Speaking, Analytic and Critical Thinking Skills 3 – 6 hrs
INFO 1100 Computer Concepts 3 hrs
(or other computer course/demonstrated competency)
MATH 1107 or higher 3 hrs
SPCM 1100 Speech Communication 3 hrs

Math Competency required.
All C&TC students will demonstrate Math Competency, to be as determined by their program of study.

ADDITIONAL REQUIREMENT 3– 6 hrs

C&TC General Education Electives*
BIOL 1170 Anatomy & Physiology 4 hrs
FOSM 1110 Nutrition 3 hrs
* do not transfer to Bachelors' Liberal Studies requirements

Culture/ Civilization Exploration
ENGL 2220, 2221, 2230, 2231 3– 6 hrs
HIST 1107, 1108, 2211, 1212, 2213 3 – 6 hrs

Artistic / Creative Expression / Performance-Based Courses
ART 1120, MUSC 1120, or THEA 1120 3 hrs
APPD 1102 Apparel Design 3 hrs
APPD 1116 History of Costume 3 hrs
ARCH1130 Arch History I 3 hrs
ARCH1160 Arch History II 3 hrs
DANC1110 Intro Ballroom Dancing 2 hrs
GRAF 2225 Basic Photography 3 hrs
GRAF 2290 Electro Art Comp Imaging 3 hrs

Interdisciplinary Studies
INTR 1100 Race, Class, and Gender 3 hrs
INTR 2201 Intro Women's Studies 3 hrs
INTR 2280 Empowering Leadership 3 hrs
INTR 2281 Great Ideas of Leaders 3 hrs

Scientific Discovery
BIOL 1105, 1106 4 – 8 hrs
CHEM 1102, 1105, 1106 4 – 8 hrs
GEOL 1101, 1102 4 – 8 hrs
PHYS 1101, 1102 4 – 8 hrs
SCIE 1110, 1199 (various courses) 4 – 8 hrs

Society / Human Interaction
PSYCH 1101 Intro to Psychology 3 hrs
SOCY 1110 Introductory Sociology 3 hrs
SOCY 1111 Introduction to Anthology 3 hrs
ECON 2200 Economics 3 hrs
ECON 2201 Economic Principles I 3 hrs
ECON 2202 Economics Principles II 3 hrs
GEOG 2210 Intro to Geography 3 hrs
POLI 1103 Am Government 3 hrs
POLI 2200 Introduction to Political Science 3 hrs

15 semester hours of general education requirements are required for all associate degree programs. Refer to General Studies in terminal degrees for requirements in programs that do not articulate with Fairmont State. Review specific program curriculum for a list of specific courses that may be required for degree completion.

Grading System

The following system of grading is used within the institution:
A — Superior, given only to students for exceptional performance.
B — Good, given for performance distinctly above the average in quality.
C — Average, given for performance of average quality.

D — Lowest passing grade for performance of poor quality.
F — Failure. Course must be repeated if credit is to be received.
FIW — Failure because of irregular withdrawal.
I — A temporary mark, given only when students have completed most of the course, but are unable to conclude it because of illness or some other unavoidable circumstance. Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate school chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor must submit a final grade. If no change is made by the instructor, the grade "I" will be changed to "F."
W — Withdrew.
CR — Credit. Does not affect quality points.
NC — No Credit. Does not affect quality points.
P — Pass, Successful completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points. Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State College. Quality points for grades A, B, C, D, are computed as follows:

A—Four (4) quality points for each semester hour of credit.
B—Three (3) quality points for each semester hour of credit.
C—Two (2) quality points for each semester hour of credit.
D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality points by the number of credit hours scheduled. No quality points are attached to grades F and FIW, but the credit hours for the courses in which these grades are received will be used in computing grade averages.

In order to graduate, candidates for degrees must have maintained a grade point average of 2.00 or better in all college courses and in all credit earned at FSC. An average of 2.00 must also be maintained in the major and minor fields of study.

All variations from prescribed programs must be approved by the school chairperson in the major/minor field before students can qualify for graduation.

It is the students' responsibility to keep informed of their quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency of quality points in this institution.

Example for Computing Grade-Point Average

Courses Taken	Final Grade	Quality Points	X	Semester Hours	=	Quality Points (Total)
ENGL 1104	A	4		3		12
BIOL 1101	D	1		4		4
HIST 1111	B	3		3		9
SOCY 1110	C	2		3		6
POLI 1103	B	3		3		9
MATH 1101	W	-		-		-
				16		40

40 Quality Points
16 Semester Hours =2.5 Grade-Point Average

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may elect one course per semester on a credit-no credit basis, such courses to be considered as part of the regularly scheduled load. A maximum of 15 semester hours may be completed under this option.

Courses selected must not be included in the general studies requirements, must not be in the student's major or related courses.

Credit-no credit earned under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic adviser and may not be changed after the close of the registration period.

Classification of Students

Students who have completed the high school or a secondary course and not more than 25 hours of work are classified as freshmen.

Students who have completed 26 hours but not more than 57 hours of college work are classified as seniors in the Community and Technical College.

Numbering of Courses

Courses for freshmen (1100 series) and sophomores (2200 series) constitute the lower level of curriculum. Courses numbered 3300-4499 are primarily for juniors and seniors. All General Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of General Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the program coordinator in which they major for permission to carry more than 18 semester hours. The maximum number permitted is 25 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Declaring a Major: All undeclared students must select a major field of study by the beginning of their junior year.

Late Registration Fees: See schedule of fees in the College Catalog for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the College is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, there is a period, normally three days, when students may drop and/or add classes.

Withdrawal from College: Students must apply at the Registrar's office to withdraw from college. Forms completed with the proper signatures and returned to the Registrar's office will constitute an official withdrawal. On the final grade report to the Registrar, instructors will record a "W" for students who withdraw up to one week prior to the last regularly scheduled class meeting. Students who fail to follow this procedure will have "FIW's" recorded.

Withdrawal from Class: Students may drop one or more classes with "W" being recorded up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week.

Repeating a Course: Prior to the receipt of a baccalaureate degree, students may repeat a course in which they earned a grade of D or F if the course was taken no later than the semester or summer term during which they attempted the sixtieth semester hour. The original grade will not be deleted from the student's record; however, the original grade will be disregarded and the grade earned on the first repeat will be used in determining grade point average. Grades for courses repeated more than once or repeats of courses attempted in semesters or summer terms following the one in which the sixtieth hour was attempted will be used in determining grade point average. Students may not repeat a course in which they earned a C or better. Students who began college study prior to 1968 and transfer students should contact the Office of the Registrar to ensure coverage of this regulation.

Minimum Residence Requirements for Graduation: For a associate degree at least one semester's work (at least 16 credit hours) and at least 8 of the last 16 hours in residence are required. For the certificate degree at least eight semester hours work in residence in required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the College absence policies which are to be found in the Student Handbook.

Academic Advising System

Students are assigned academic advisors when they first enroll at the College. If students desire to change their major fields of study, they should contact the academic school for reassignment. Students who are not ready to select a major upon entrance will be assigned to the Academic Advising Center. Students should discuss problems relating to degree requirements, preregistration, registration, and withdrawals from class or college with their advisors.

Academic Advising Center

The Academic Advising Center offers direct advising services to students who have not yet selected a degree program (Undeclared Majors), as well as to prospective, post-graduate, and non-degree-seeking students. Advisors at the Center possess detailed knowledge of major, minor, and liberal studies requirements and can assist students with identifying and reaching academic goals. Advisors also assist students in the development of meaningful educational plans that are compatible with their life goals.

The purpose of the Academic Advising Center is to provide the undeclared student with comprehensive advising as well as interpersonal professional support. A concerted effort is made to address any academic concerns that may impede the student's successful completion of degree requirements and to assist the student in the selection of an academic program.

Undeclared majors are assigned to the Academic Advising Center upon entrance to Fairmont State. Faculty members may refer any student with academic concerns directly to the Center for academic guidance.

The Center is located in Hardway Building and is open between 8:00 a.m. and 4:00 p.m., Monday through Friday. The Center also offers evening appointments upon request.

Services:

Formalized advisor/advisee conferences scheduled throughout the semester.

Academic assistance and guidance on a drop-in basis for students with immediate concerns or questions.

Processing of change/declaration of major for undeclared students.

Summer scheduling and advising of all new students, transfers, and readmitted students.

Workshops sponsored by the Center relevant to maximizing academic success.

Direct information and referral assistance to campus and community services.

Academic Development Center

The Academic Development Center offers courses in college reading and study skills, general math, pre-algebra, elementary algebra, and composition skills for students who enter college with academic deficiencies and or low placement test scores in any of those areas. These courses do not apply toward the credit hours required to graduate but they do provide institutional credit, counting toward a student's full-time status. All courses offered through the Academic Development Center are worth three institutional credit hours. These courses can be found under the heading Academic Development Center in the schedule of courses. The Center's main office is 200 Jaynes Hall.

Students are required to complete all such required, non-graduation credit courses within their first 32-credit hours of college if they are majoring in an AA, AS, or AAS program. Students in BA and BS programs are strongly encouraged to complete these courses within their first 32-credit hours, also.

Tutoring Program

Fairmont State Community and Technical College and Fairmont State University provide an accredited tutoring program, which has been certified by the College Reading & Learning Association's International Tutor Certification program. All FSC&TC and FSU students are entitled to ten hours of free tutoring each semester; students registered in the Disability Services receive additional hours. Trained peer tutors are available through Tutorial Services, 207 Jaynes Hall. This office houses study carrels and support materials for one-on-one or small group tutoring sessions in virtually all subject areas.

For further information, contact the Tutorial Director in 203-B Jaynes Hall.

Supplemental Instruction

Supplemental Instruction is a new program at Fairmont State implemented to enhance learning in historically difficult courses. To facilitate collaborative learning, faculty-recommended students who are trained as SI Leaders lead weekly out-of-class study sessions. Participation is free and available for all students enrolled in a SI-targeted course. For further information, contact the Supplemental Instruction Supervisor in 203-B Jaynes Hall.

Grade Reports

The grades of all students are reported by each faculty member to the Registrar at the middle and end of the semester. Faculty advisors are provided complete grade reports at each reporting period. Students receive grades mid-semester and at the end of the semester. Midterm grade reports are not made during summer school. Final grades are available on the Web.

Probation-Suspension Policy

Satisfactory Academic Standing

A student is deemed to be in Satisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at Fairmont State Community and Technical College, is 2.00 or higher.

Unsatisfactory Academic Standing

A student is deemed to be in Unsatisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at Fairmont State Community and Technical College, is below 2.00.

Academic Probation

1. The status of Academic Probation is automatically applied to a student when the cumulative grade point average, based upon coursework at Fairmont State Community and Technical College, falls below 2.00.
2. The status of Academic Probation will be removed only after the cumulative grade point average, based upon coursework taken at Fairmont State Community and Technical College, is 2.00 or better.
3. A student who is placed on academic probation may continue to enroll on a full-time basis, but will be limited to 15 semester hours.
4. The status of Academic Probation will not be noted on the Official Academic Transcript of the student.

Academic Suspension

1. A student will be deemed to be on Academic Suspension when his/her cumulative grade point average, based upon coursework taken at Fairmont State Community and Technical College, falls below the minimum required GPA in relation to the overall attempted institutional and transfer hours (listed below).

FSC&TC and Transfer Attempted Hours	FSC&TC Minimum GPA
16-32	1.45
33-63	1.75
64-	2.0

2. The suspension list will be compiled at the end of the Spring Semester.
3. Students must be placed on probation for one semester before they are subject to suspension.
4. No student with a current semester GPA of 2.00 or better will be suspended.
5. A student who is academically suspended will not be permitted to enroll in coursework at Fairmont State Community and Technical College for the following semester.
6. Students will be given the opportunity to attend summer school at FSC&TC to make up their GPA deficiency.
7. A student is automatically eligible for readmission after the period of suspension is over, but must reapply through the Office of Admissions to have their Academic Suspension hold removed.
8. Fairmont State Community and Technical College will not accept credit for courses taken at any institution while a student is suspended.

Academic Forgiveness Policy

Revised and approved May 8, 2001

Only the students applying for readmission after the effective date of this policy will be eligible for forgiveness under this policy. This policy supersedes all previous Academic Forgiveness Policies at Fairmont State Community and Technical College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficit and who has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. A student who does not normally qualify for readmission because of a low GPA may be admitted and placed on academic probation, unless he/she has been placed on academic suspension. When forgiveness is granted, grades of D, F and FIW earned prior to the five consecutive academic year period immediately preceding the beginning of the readmission semester are excluded from the computation of the grade point average, including those grades that appear as transferred grades on the official transcript. However, no failing grade will be removed from the permanent record. The academic forgiveness policy may be applied after a student has earned 12 credit hours that apply toward graduation with a minimum GPA of 2.0.

Academic forgiveness will be granted only once for any student. The Registrar will give consideration to a request for forgiveness when he receives a signed, written request from the student which certifies that the student has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. Should the student have attended any institution of higher education on a part-time basis during the specified five year period, he/she must have earned at least a 2.0 GPA in all course work attempted. The student's request for forgiveness must be submitted during the readmission semester, and it must identify the non-enrollment period. If all prerequisite conditions have been met, academic forgiveness will be granted at the time the current GPA is calculated officially by the Registrar upon completion of the readmission semester.

The academic forgiveness policy does not alter, change, or amend any other existing policies at Fairmont State Community and Technical College and is formulated to be consistent with Series 20 of the West Virginia Higher Education Policy Commission. A student who has incurred three academic suspensions from any institution of higher education is, therefore, on final academic suspension and does not qualify for forgiveness. A student may, however, appeal the final suspension to the Admissions and Credits Committee if he/she does so according to the procedure set forth in the "Academic Suspension" section of the Fairmont State College catalog. If the third suspension is repealed, the student may then apply for forgiveness by submitting a written request to the Registrar as stipulated previously. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

The College is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that academic forgiveness extended by this College may not be recognized by other institutions to which they may transfer.

English Performance Evaluation

All students who are candidates for degrees must attain a grade of "C" or above in English 1104 and 1108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.4 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with an associate degree who maintain a grade point average 3.4 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the Student Handbook concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State Community and Technical College are entitled to one official transcript of their record free; for each additional copy a fee of five dollars ($5.00) will be charged. Students who fail to meet their financial obligations to the College, or to any department of the College, will not be given transcripts.

An application for a transcript of credit should furnish the date of last attendance at Fairmont State Community and Technical College, social security number; a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar.

Study Abroad Programs

In keeping with a desire to provide more direct student enrichment programs in international education, Fairmont State Community and Technical College, working through the Office of International Education, provides Study Abroad opportunities to students enrolled in a formal degree or certificate program. Students may receive collegiate academic credit for study and experience occurring outside the United States by: 1) enrollment in a resident study abroad or travel-study program sponsored by Fairmont State Community and Technical College; 2) enrollment in a resident study abroad or travel-study program sponsored by FACDIS (The West Virginia Consortium for Faculty and Course Development in International Studies); 3) enrollment in a program directed by faculty members from other West Virginia institutions; 4) enrollment in a program sponsored by a US college or university or Consortium with FSC&TC's approval; 5) enrollment in a foreign university as a special student; 6) enrollment in a US college or university abroad; 7) enrollment in a program sponsored by an organization other than a college or university with FSC&TC's approval. Students will be required to obtain prior consent from the school or department before registering for study abroad programs.

Although such international experience is not required in all programs, study abroad is strongly recommended for students not only in the field of foreign languages but also in other fields as well (such as the humanities, social sciences, business, art, etc.) Resident study abroad programs or travel-study programs will be integrated with traditional academic courses offered at FSC&TC and will become part of the regular institutional curriculum. Study abroad is an important component of a comprehensive studies program which can contribute to the development and growth of the individual student and prepare the student to function more effectively in a global world. Participants in such programs will enhance their preparation for further graduate or professional studies and employment while deriving countless other benefits.

Weekend College

The Weekend College program is an alternative course delivery system specifically designed for adult learners who want to earn an Associate degree or complete a baccalaureate degree but find weekday or evening classes inconvenient or incompatible with career and family responsibilities. This accelerated program designed for mature, self-motivated learners meets on Saturdays at Fairmont State's main campus. There is also a program of study available at the Caperton Center of Fairmont State.

Courses are offered in consecutive 8-week terms. Two terms are offered during each of the Fall and Spring semesters and one term is offered during the Summer. Students may enroll in the Weekend College program prior to the beginning of any 8-week term, provided they have completed the normal admissions process. Students attending the Weekend College program can complete an Associate degree in as little as eleven terms (approximately 2 1/2 years). Adding weekday or evening classes can accelerate the completion of a degree program.

At this time, degree programs offered through the Weekend College Program include:

- Associate of Arts in General Studies
- Associate of Applied Science in Criminal Justice
- Associate of Applied Science in Business Technology with Specialization in General Business or Accounting
- Bachelor of Science in General Business with Emphasis in: General Business, Accounting, Human Resource Management or Entrepreneurial Studies

The program is designed so that additional programs of study can be added depending on the needs of the service region.

Please contact the Community and Technical College for more information on the Weekend College program, course schedules or information on degree plans.

Vocational Career Projects

With the assistance of the Carl D. Perkins Vocational Education Act, Vocational Career Projects provides supplemental services and activities for adults. Various projects assist adults in different areas. These include workshops for those in need of training or retraining, programs for men and women entering nontraditional occupations, assistance for single parents or displaced homemakers enrolled in vocational education, and providing guidance to displaced workers subsidized by state and federal agencies.

The Vocational Career Projects program conducts pre-college orientations designed to help adults who are in the process of beginning or returning to college and provides information on admissions and registration, financial aid, degree options, child care, and numerous other college procedures.

Tech Prep Programs of Study

Articulation agreements have been implemented with area high schools and vocational/technical centers to award college credit for course work completed under the Tech Prep Programs of Study. Students who achieve recognized competencies may apply credits to several two year Associate Degrees at Fairmont State Community and Technical College. Students should contact their local high school for Tech Prep Programs of Study available

and refer to the Community and Technical College Office for articulation policies and procedures.

EDGE

EDGE stands for Earn a Degree-Graduate Early. It allows students to take high school courses for community and technical college credit. This allows students to save money for college credits.

Students should contact their high school counselor for information or go to www.wvtechprep.wvnet.edu.

Credit for Experiential Learning

Fairmont State Community and Technical College recognizes that some students, particularly adults and non-traditional students, may have developed competencies which closely parallel those competencies taught in college-level courses. The College provides the opportunity for students to receive academic credit for experiential learning which has taken place outside the formal educational structure through a portfolio review process.

The portfolio is reviewed by appropriate faculty members or by other experts if the field of study is not offered by the College. Faculty recommend the number of credit hours to be awarded by subject equating the credit, if possible, with existing Fairmont State courses. An evaluation fee is charged for the portfolio review and for receiving college-equivalent credit.

For additional information contact the Coordinator for Experiential Learning in Hardway Hall.

Community Service Learning

Service Learning is a national movement utilized in a number of colleges and universities in the United States. It is the process of integrating volunteer community service combined with active guided reflection into the curriculum. This enhances and enriches student learning of course material. The distinguishing characteristic of service learning is its twofold emphasis on both enriching student learning and revitalizing the community. To accomplish this, effective service learning initiatives involve students in course-relevant activities in:

- Connecting the logical continuity between experiential and textbook knowledge.
- Enhancing students' self-esteem through meaningful contributions to community.
- Engaging students in decision making, critical thinking, and application of learned skills.
- Providing human resources to meet the educational, human, safety, and environmental needs of the community.
- Creating a spirit of civic responsibility and leadership.

The pedagogy of service learning represents a progressive, substantial change from the traditional curriculum and promotes education as a "process of living" which encourages information processing as well as accumulation. This constant restructuring of information exemplifies the continuity and reality that exists between life experience and knowledge.

English as a Second Language

The purpose of the English as a Second Language Program (ESL) is to provide English Language instruction and support services to students whose native language is one other than English. The goal of the program is to help all ESL students gain the language skills necessary for them to achieve their academic and personal goals. Although students in the ESL program are fully capable of doing college level work in their own language, their current level of English language proficiency makes academic learning in English an additional challenge.

The ESL program has two main components: An Intensive English Program (IEP) for pre-academic students, and ESL support classes and tutoring services for students enrolled in regular academic programs.

Intensive English Program

The Intensive English Program is designed to prepare international students for entrance into regular academic programs. Courses in the IEP are designed to develop students' English language proficiency while helping them gain the extra linguistic skills and cultural knowledge necessary for successful college study. Classes are content-based and are typically structured around readings and lectures followed by discussions and writing tasks. Within this framework, classes focus on the development of essential academic skills such as note-taking, summary writing, exam preparation, and classroom participation.

The Intensive English Program runs year-round. It follows the regular academic calendar during the fall and spring semesters, and offers a ten week summer program which begins at the end of May. Students in the IEP usually enter the program with TOEFL (Test of English as a Foreign Language) scores between 350 and 499. Typically, students remain in the IEP until achieving a 500 on the TOEFL. Except in unusual cases, this requires at least a complete semester of full-time study.

IEP classes meet for a total of 24 hours per week. Although courses in the IEP carry no college credit, students are given course grades and are subject to the same academic standards as all other students at FSC.

Courses in the Intensive English Program include:

American Culture	Listening in Academia
Campus Interaction Skills	Reading For Academic Study
College Composition	Research Skills
Intensive Grammar Review	Test Taking Skills

Students seeking admission to the IEP program should contact the ESL Program Director.

ESL Support Services

The ESL Program offers classes and tutorials designed to further develop the English Language proficiency and study skills of international students enrolled in regular academic programs at FSC. Credit bearing content courses are often offered by ESL faculty. In addition, ESL faculty offer individually arranged tutorial services to all international students at FSC. Arrangements for classes or tutorials may be made in the ESL Program Office, Room 308, Hardway Hall.

The ESL Director is also available to both students and faculty for consultations concerning English Language proficiency, English Language testing, and matters relating to the education of international students at FSC.

Herndon Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree program of their choice. At the time of making application, students must be enrolled at their home institutions on a

full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived. For additional information, contact the Political Science Department.

Frasure-Singleton Student Legislative Program

The Frasure-Singleton Student Legislative Program provides students the opportunity to observe the West Virginia Legislature for one week during the body's regular legislative session. Participants are assigned to a legislator who assists in explaining the legislative process. They attend committee meetings and public hearings where legislation and issues are discussed. They sit on the Floor during daily sessions surrounded by legislators with issue research, constituent requests and other legislative tasks. In addition, participants meet with representatives from all branches of state government, lobbyists, reporters, and legislative staff persons.

The program is open to full-time college sophomores, juniors, and seniors from all fields of study. Applicants must be in good academic standing and successfully completed at least one Political Science course. One semester credit hour is given to participants.

For more information, contact the faculty in the Political Science Department.

Leadership Certification

Fairmont State provides students with the opportunity to develop their leadership abilities, regardless of their academic major or minor. Leadership Certification is an interdisciplinary humanities program based in the liberal arts and grounded in theory and practical experience. It is designed to enhance a student's college career by linking leadership to self-awareness, personal growth, organizational theory, and practical experience in community service.

Required Courses 10 sem. hrs.

INTR	2280	Empowering Leadership	3
INTR	2281	Great Ideas of Leaders	3
MGMT	3390	Human Behavior in Organizations	3
		or	
PSYC	4410	Theories of Personality	3
HUSV	1103	Community Service Learning	1
		or	
		Phi Theta Kappa Leadership Certificate	1

Public Affairs Internships

The Political Science Department regularly becomes aware of internship opportunities at the local, state, and federal levels of government. These internships can be with members of the state House of Delegates and Senate, the United States Congress, city managers, public interest groups, or state and federal agencies. Internships can take place during the semester or during the summer months. While most of the internships do not include a salary, academic credit can be given.

For more information, contact faculty in the Political Science Department.

Washington Center Internship Program

The Washington Center Internship Program gives students the opportunity to live and work in one of the most important cities in the world and to experience the professional arena of the nation's Capitol as well as the cultural diversity. The Washington Center Internship allows students to:

- Develop Professional Skills
- Clarify Personal Goals
- Improve research and communication skills
- Meet people from across the country and the world
- Prepare for life after college
- Give perspective on their studies
- Investigate a profession of interest
- Apply academic learning to the work world

For additional information contact the Office of the Associate Provost.

Center for Workforce Education

The Community and Technical College operates a workforce training facility in the downtown Fairmont at Veterans Square, 320 Adams Street Suite G01. This 12,000 square foot facility contains two state-of-the-art computer labs, four training rooms, a conference area and business offices.

The Center is designed to provide a flexible environment, enabling rapid response to regional business and industry workforce training needs. Programs focus on upgrading current workers skills and knowledge with a special emphasis on high-end computer technology training and certification for adults. Most activities are short term, non-academic credit training programs.

The Center offers both customized and open enrollment training. Customized training programs are specifically developed to address identified training needs of regional business and industry for their current projected workforce. Businesses may also lease the Center's computer and training rooms to deliver their own training activity. Open enrollment training programs are developed in response to a recognized regional need and are open to the general public. Programs that typically fall under this category include computer technician certification; a variety of high-end industries certified information technology training, various desktop software applications, certified medical coding courses and entrepreneurship.

ACT Center

Fairmont State Community & Technical College is an authorized ACT Center. Fairmont State's ACT Center housed at the Center for Workforce Education is operated in Partnership with ACT Inc., known previously as the American College Testing Organization, and is one of four authorized ACT Centers in the State of West Virginia and one of two hundred and fifty ACT Centers planned nationwide.

The ACT Center is a combination "High Stakes" Testing Center and training programs for area businesses, individuals and organizations. The Center offers just-in-time, just-enough training tailored to needs. More than 90 percent of the ACT Center courses are web-based. Students have up to one year to complete a course. The ACT Center offers courses in seven major workforce development categories: Key Work Skills, Computer Basics, English as a Second Language (ESL), Industrial Technology and Safety, Information Technology, Management and Leadership, and Personal and Professional Development.

Other Center for Workforce Education and ACT Center services include certification and licensure testing, workplace assessments, continuing education, skill-specific training, and educational and career guidance.

CLEP Testing Service

The College-Level Examination Program (CLEP) housed at the Center for Workforce Education offers opportunities for earning credit by examination. Examinations are offered in the following areas: Biology, Business, Chemistry, Composition/Humanities, Sociology, History, Language, Math, Political Science, and Psychology. Fairmont State Community & Technical College is an open testing site, therefore anyone, whether enrolled at Fairmont State or not, may utilize this testing service. CLEP is computer based testing (CBT), which offers instant score reports, ongoing essay testing, and rights-only scoring. CLEP information is also available in Room 322 Turley Center.

Small Business Development Center

Fairmont State Community & Technical College operates two Small Business Development Centers (SBDC): one is the Fairmont State Regional SBDC with central offices located in the Center for Workforce Education; the other is the Fairmont State Flatwoods SBDC located in the Flatwoods Outlet Mall in Sutton WV. Both are operated in partnership with and are members of the West Virginia Small Business Development Center Network, a Division of the WestVirginia Development Office. In addition the Fairmont State Regional SBDC has two satellite offices; one located in the Prete Building in Morgantown, WV and the other at Rail Yard Depot in Elkins WV. Together these offices are responsible for promote economic development in 14 counties throughout north-central West Virginia by providing the small business community access to free business consulting services, assistance and entrepreneurial training.

Community Education

Fairmont State Community & Technical College's Community Education Program operates out of Fairmont State's Merchant Street Facility in Downtown Fairmont. The mission of the Community Education Program is to provide lifelong learning opportunities and expand the learning community of Fairmont State, through educational, cultural, economic, social and recreational activities.

Community Education courses consist of short term, non-credit classes and programs, serving all age groups from children to senior citizens, for leisure learning and personal growth. Lifelong learning is one of the most widely used buzzwords for the 21st century and FSC&TC's Community Education Program goal is to serve all members of the community with continued learning opportunities.

Examples of programs offered through Community Education include computer classes, language courses, painting, drawing, pottery, financial planning, tole painting, embroidery, quilting, woodcarving, cake decorating, CPR and first aid, photography, home repairs, landscaping, upholstery, self-defense, genealogy, parenting workshops and many more.

National Hardwood Lumber Grading School

The National Hardwood Lumber Association is a nonprofit trade association of over 1,800 member firms that produce, sell and use hardwood lumber, or provide services to the hardwood industry. The Association was founded in 1898 to establish a uniform system of grading rules for the measurement and inspection of hardwood lumber. The NHLA still functions as the administrator and keeper of these rules.

In 1948, the Association established a vocational training school in Memphis, Tennessee, to teach the rules and application of the NHLA grading system, and help fill an increasing demand for skilled lumber inspectors throughout the United States, Canada and the world. In 55 years, the Inspection School has trained over 6,500 lumber inspectors.

In 2002, the NHLA recognized the need to locate an additional training site in the Eastern US hardwood region. As a result of this initiative, a partnership agreement was forged between Fairmont State Community and Technical College and the West Virginia Wood Technology Center to establish an NHLA Satellite School in Elkins, WV that companies in the central Appalachian forest can utilize to meet the growing need for trained lumber inspectors.

The 14-week Inspection School curriculum provides students with both the technical knowledge of the NHLA grading rules, and the practical skills and experience necessary to become a lumber inspector. The instructor is NHLA certified, and a skilled inspector with many years of experience in the hardwood lumber industry. Upon successful completion of the program, students receive an NHLA diploma in a formal graduation ceremony. Inspection School graduates are qualified for immediate employment as lumber inspectors.

Non-Traditional Students

Historically students over the age of 25 have been characterized as "non-traditional". Today more than 47% of college students fall under this non-traditional classification in U.S. higher education. However, non-traditional students or adult learners might be better defined as students who often exhibit one or more of the following seven characteristics:

Have delayed enrollment into post-secondary education
Attend part-time
Are financially independent of parents
Work full-time while enrolled
Have dependents other than a spouse
Are a single parent
Lack a standard high school diploma

By using these criteria, the National Center for Education Statistics estimates that over 60 percent of students in higher education could be classified as non-traditional.

Over the past two decades, enrollment of adult learners at Fairmont State has grown in both absolute numbers and in proportion to total enrollment. With this increase, the college recognizes the need for a pro-active approach to meeting the non-traditional student's individualistic and special needs. The unique circumstances of the non-traditional student requires that the college offer special support services in order for these students to achieve academic success and to enhance the students' capacities to become self-directed, lifelong learners.

Students needing assistance should contact the non-traditional student advisor in the Community & Technical College, Room 207 in the Hardway Building.

Residents Over 65 Years

West Virginia residents over 65 years old are eligible for admission to Fairmont State at a reduced tuition and fee charge. Students taking a course for college credit will be charged 50% of the normal tuition and fees. Students taking a course for no credit will be charged $50 per course plus applicable fees. Scheduling for classes is based on space availability and course requirements for prerequisites, for more information contact 304-367-4786.

Transportation

As most of these programs require considerable student attendance at off-campus locations, it will be the student's responsibility to provide transportation to all clinical affiliates. The utili-

zation of car pools, when appropriate, is encouraged to help meet the expense of those providing transportation.

Liability Insurance

Students in Nursing and Allied Health programs are covered by a group liability insurance handled by the State of West Virginia. The students are not obligated to maintain any other liability insurance.

Laboratory Preschool

The Early Childhood Associate of Applied Science Program provides a half-day preschool program for children of students, faculty, staff and the community. The three year old class meets from 8:30 to 11:00 on Tuesday and Thursday. Parents may select one of two classes available on Monday, Wednesday and Friday for four-year-old children. the classes are 8:30 to 11:00 and 12:00 to 2:30. Classes are held in room 124 of the Education Building. The preschool is provided during fall and spring semesters when FSC classes are in session.

The preschool is a licensed center and serves as a model early childhood program training facility. Financial assistance from the Department of Health and Human Resources may be available for families meeting eligibility requirements. For more information, contact the Early Childhood Program Coordinator at 367-4588.

WorkKeys

The state mandates that students completing programs in the Community and Technical College take the *WorkKeys* assessment prior to graduation. This instrument measures skills acquired in the education process. There is no fee involved. Students will receive a summary of their results. *WorkKeys* results are frequently used in hiring decisions by several national corporations. Students with these results could have an advantage in the job market.

Accounting Paraprofessional

(Skill Set)

This program prepares students to perform bookkeeping functions in business offices. These functions could include payroll, accounts payable/receivable, purchase orders, inventory control records, and sales records.

REQUIRED COURSES:
Accounting Paraprofessional 18 hrs

ACCT	2201	Principles of Accounting I	3
	2202	Principles of Accounting II	3
	2217	Concepts of Computerized Accounting	3
BUSN	1141	Business Mathematics	3
FINC	2201	Introduction to Financial Management	3
INFO	2220	Spreadsheet Design	3

For Accounting Associate Degree see Business Technology

Administrative Assistant

(Skill Set)

This program is designed to help individuals sharpen their skills for today's office setting. It is also designed to assist individuals who are making the transition from secretarial to administrative assistant/supervisory positions.

REQUIRED COURSES:
Administrative Assistant 18

BUSN	1102	Introduction to Business	3
	2251	Corporate Communications	3
MGMT	2209	Principles of Management	3

Computation/Math Skills (Choose one course):

ACCT	2201	Principles of Accounting I	3
BUSN	1141	Business Mathematics	3
INFO	2220	Spreadsheet Design	3

Computer Skills (Choose two courses):

INFO	1100	Computer Concepts and Applications	3
	2235	Microcomputer Applications in Business	3
OFAD	2230	Introduction to Word Processing	3

Administrative Support

(Associate of Applied Science)

The work environment has undergone drastic changes in the past few years. Among these changes is the role of the administrative support person in the workplace. This role has expanded into one that is broader in scope and requires more critical thinking, organizational, and decision-making abilities than ever before. The administrative assistant must also be proficient in major computer applications found in suite software, such as word processing, electronic presentations, spreadsheets, and database applications. The two-year Administrative Support program provides students with the updated skills and abilities that are expected of today's office support personnel.

Administrative Support 66 sem. hrs.

Required Courses 60 sem. hrs.

ACCT	2201	Principles of Accounting I	3
BUSN	1102	Introduction to Business	3
	1141	Business Mathematics	3
	2210	Human Relations in Business	3
	2251	Corporate Communications	3
ENGL	1104	Written English	3
	1109	Technical Report Writing	3
FINC	2230	Financial Literacy	3
INFO	1100	Computer Concepts and Applications	3
	2220	Spreadsheet Design	3
MGMT	2214	Office Management	3
OFAD	2230	Introduction to Word Processing	3
	2232	Word Processing Applications	3
	2233	Database Applications	3
	2240	Administrative Office Procedures	3
	2241	Workplace Productivity	3
	2242	Professional Internship and Portfolio Development	3
	2250	Desktop Publishing	3
PSYC	1101	Introduction to Psychology	3
SPCH	1100	Speech Communications	3

Choose an additional 6 hours from the following 6 sem. hours

ACCT	2202	Principles of Accounting II	3
INFO	2200	Fundamentals of Information Systems	3
	2225	Fundamentals of Web Design	3
Elective (Advisor approval required)			3

Applied Design

(Associate of Applied Science)

Fashion Design/Interior Design

The A.A.S. degree in Applied Design offers two specializations; Fashion Design and Interior Design. The program provides opportunities for students to explore areas of interest, such as art and design, computer applications, or business.

Fashion Design includes the study of visual merchandising and computer aided design. It prepares students to pursue careers in fashion design, buying, fashion coordinating for department stores, fashion boutiques or retail firms, window display merchandizing, and independent apparel shop ownership. Classroom and studio work are combined with field experiences which may include fashion show production, field trips, and on-the-job work experience.

Interior Design prepares students for professional service in residential and/or commercial interior design. Students have various opportunities to explore and apply principles and elements of design and to create functional and aesthetic interior environments. Interior Design includes a study of design, space planning, construction materials, technical rendering, and presentation in conjunction with a business orientation. Graduates may choose to work professionally in a variety of retail businesses related to residential interiors, contract sales studios, or private firms and agencies.

Applied Design 65 sem. hrs.
Core Courses 37 sem. hrs.

APPD	2210	Textiles	3
APPD	2217	Visual Merchandising	3
	1151	Concepts Design	3
	2275	Applied Design Practicum	4
BUSN	1102	Introduction to Business	3
	1141	Business Mathematics	3
	2205	Small Business Fundamentals	3
ENGL	1104	Written English I	3
	1108	Written English II	3
Fine Arts		General Ed. Elective	3
INFO	1100	Computer Concepts and Applications	3
SOCY	1110	Introductory Sociology	3

Fashion Design Option 28 sem. hrs.

APPD	1101	Introduction to Clothing Construction	3
	1102	Apparel Design	3
	1103	Clothing and Culture	3
	1115	Introduction to Fashion Industry	
	1116	History of Contemporary Fashion	3
	2295	Guided Design Seminar	4
OR	2202	Advanced Apparel Design	4
GRAP		Electives	6
OFAD	2251	Business Communications	3

Interior Design Option 28 sem. hrs.

APPD	1140	Introduction to Interior Design	4
	2240	Residential Design	4
	2250	Design in Home Furnishings	3
	2260	Contract Design	4
ARCH	1130	Architectural History I	3
DRFT	2215	Architectural Drafting	4
	2245	Architectural Design	3
	2270	Fundamentals of CADD	3

Architectural Engineering Technology

(Associate of Science)

(See Fairmont State University Catalog)

Airframe and Aerospace Electronics Technology

(Associate of Applied Science)
Proposed program with anticipated approval Spring Term 2005

Model Schedule 75 hours

First Year Semester 1

AVIO	2208	Avionics Maintenance Practices	3
AVMT	1101	Intro. to Aviation Maintenance	3
	1102	Aircraft Regulations & Publications	3
	1103	Aviation Shop Practices	3
MATH	1101	Applied Technical Math (FAA required)	3
			Total 15

First Year Semester 2

AVIO	1102	Princ. of Radio & Trans. Rec.	3
AVMT	1105	Aircraft Utility Systems	3
	1109	Aviation Electronics	3
	2202	Aircraft Sheet Metal	3
ENGL.	1104	Written English	3
			Total 15

First Year Summer 1

AVIO	2202	Instrument Landing Geaer	3
Social Science Elective			3

First Year Summer 2

AVMT	2206	Aircraft Fluid Power and Landing Gear	3

Second Year Semester 1

AVIO	1110	Aircraft Power Gen. & Dist. Sys.	3
	2200	Electronic Flight Management	3
	2204	Aircraft Navigation Systems	3
AVMT	2209	Airframe Inspection & Flight Controls	3
COMP	1101	Applied Technical Programming	3
			Total 15

Second Year Semester 2

AVMT	2206	Aircraft Comm. Systems	3
	2209	Aircraft Pulse & Radar	3
	2208	Cabin Atmosphere Control	3
	2210	Non-Metallic Structures	3
ENGL	1109	Technical Report Writing	3
			Total 15

Second Year Summer 1

AVIO	2210	FCC License Prep	3

Second Year Summer 2

AVMT 2299FAA Capstone Review Class 3

Notes to Degree Plan:

1. The AVMT 2299 FAA Capstone Review Class is offered both Summer 1 and Summer 2 of each year to prepare second-year AMT Majors for taking the FAA written, oral and practical A & P certification exams. This class, while highly recommended, is not an FAA certificate requirement.
2. All First Semester classes (AVMT 1101, 1102, & 1103) are pre-requisites for all subsequent classes.
3. MATH 1101 is a requirement of the FAA Part 147 curriculum and a co-requisie of all subsequent classes.

American Sign Language Communication

(One Year Certificate)

Students must make significant strides toward developing target language skills in American Sign Language before they begin the process of learning how to interpret between spoken English and ASL and between ASL and spoken English. In order to establish ASL skills, a one-year immersion training certificate in ASL is proposed. This one-year immersion (or equivalent coursework) would be required before students can apply for admission into the Interpreter Training Program. This one-year immersion would create a pool of applicants for the two-year Interpreter Training Program. The coursework for this certificate will come from the existing AMSL courses with the addition of two field experiences and an Interpreting Theory course for a total of 33 hours.

American Sign Language Communication 33 Sem. Hrs.

Fall Semester

AMSL	1111	American Sign Language I (8 Weeks)	3
AMSL	1199	Lab for AMSL 1111	0
AMSL	1112	American Sign Language II (8 Weeks)	3
AMSL	1119	Lab for AMSL 1112	0
AMSL	1101	Deaf Culture and History	3
AMSL	1120	Field Experience	3
ENGL	1104	Written English I	3
General Studies Elective			3
			18

Spring Semester

AMSL	1113	American Sign Language III (8 Weeks)	3
AMSL	1199	Lab for AMSL 1113	0
AMSL	1114	American Sign Language IV (8 Weeks)	3
AMSL	1199	Lab for AMSL 1114	0
AMSL	1104	ASL Fingerspelling	3
AMSL	1130	Interpreting Theory	3
ENGL	1108	Written English II	3
			15

For Interpreter Training Associate Degree see page 50

Aviation Maintenance Technology

(Associate of Applied Science)

The Aviation Maintenance Technology program prepares graduates for careers as qualified maintenance technicians with airlines; fixed base operations, repair stations or aircraft manufacturers. This program is approved by the Federal Aviation Administration and meets the requirements for Federal Aviation Regulation 147.

Aviation Maintenance Technology 68 sem. hrs.

AVMT	1101	Intro. to Aviation Maintenance	3
	1102	Aircraft Basic Science	3
	1103	Aviation Shop Practices	3
	1105	Aircraft Utility Systems	3
	1106	Aircraft Information Systems	3
	1109	Aircraft Electronics	3
	2201	Reciprocating Engines & Systems	3
	2202	Aircraft Sheet Metal Structures	3
	2203	Reciprocating Engine Maintenance & Return to Service	5
	2204	Propeller Systems	3
	2205	Turbine Engines and Systems	3
	2206	Aircraft Fluid Power & Landing Gear Systems	3
	2207	Turbine Engine Maintenance & Inspection	3
	2208	Cabin Atmosphere Control Systems	3
	2209	Aircraft Flight Control Systems	3
	2210	Non-Metallic Structures	3
AVIO	1110	Aircraft Power Generation and Distribution Systems	3
INFO	1100	Computer Concepts & Applications	3
ENGL	1104	Written English I	3
	1109	Technical Report Writing	3
MATH	1101	Applied Technical Math I	3
Social Sciences Elective			3

Aviation Technology

The Bachelor of Science in Aviation Technology is offered to students whose career objective is the management and operation of airside activities in the aviation industry. The program provides the graduate with technical competence in an aviation related career as well as the skills needed to assume supervisory responsibilities. There are four areas of specialization in this degree: Airway Science Technology, Aviation Administration with a Flight option, Aviation Maintenance Management, and Avionics Maintenance Management.

Aviation Common Core 27-30 sem. hrs.

AVMA	3301	Aviation History	3
	3302	Aviation Law	3
	3303	Airline Operations	3
	3304	Aviation Maintenance Management	3
	3305	General Aviation Operations	3
	3307	Aviation Safety	3
	4402	Fiscal Aspects of Aviation Management	3
MANF	*2250	Total Quality and SPC	3
MGMT	2209	Principles of Management	3
	3390	Human Behavior in Organizations	3

*Not required for the Aviation Maintenance Management Option

Airway Science Technology 133 sem. hrs.

This option prepares students to pursue a career as an electronics technologist within the Federal Aviation Administration. The electronic technologist designs, installs, and maintains the specialized electronic equipment used in the national airspace system. This program was designed to meet the rigid requirements of the Federal Aviation Administration for Airway Science programs.

Aviation Common Core 30 sem. hrs.
Technical Speciality Courses 84 sem. hrs.
Additional Liberal Studies Courses 19 sem. hrs.

Technical Specialty Courses

AVMA	1100	Aircraft Flight Theory	3
AVIO	2202	Instrument Landing Systems	3
	2204	Aircraft Navigation System	3
	2206	Aircraft Communication Systems	3
DRAF	1100	Engineering Graphics	3
CHEM	1101	General Chemistry I	4
COMP	1101	Applied Technical Programming	3
ECON	2200	Economics	3
ELEC	1100	Circuit Analysis I	3
	2210	Circuit Analysis II	3
	2215	Basic Transistors	3
	2220	Linear Electronics	3
	2230	Digital Electronics	3
	2250	AC-DC Machinery and Controls	3
	2270	Microcomputers	3
ENGL	1109	Technical Report Writing	
		or	
BUSN	2251	Business Communications	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
POLI	1103	American Government	3
PSYC	1101	Introduction to Psychology	3
	2240	Statistics	4
SOCY	1110	Introduction to Sociology	3
TECH	2290	Engineering Analysis I	4
	3300	Engineering Analysis II	4

Aviation Administration 128 sem. hrs.

This option prepares the student for employment in administrative areas with companies in and related to the aviation industry. Typical positions include airport manager, fight dispatcher, station management, flight scheduler, crew coordinator, air cargo administration, aviation marketing and air traffic controller.

Aviation Common Core 30 sem. hrs.
Technical Specialty Courses 76 sem. hrs.
Additional Liberal Studies Courses 22 sem. hrs.

Technical Specialty Courses

ACCT	2201	Principles of Accounting	3
AVMA	1100	Aircraft Flight Theory	3
	1102	Introduction to Air Traffic Control	3
	2210	Aviation Meteorology	3
	2211	Airport Management	3
	2213	Airport Planning and Development	3
	2214	Advanced Air Traffic Control	3
ECON	2200	Economics	3
ENGL	1109	Technical Report Writing	3
COMP	1101	Applied Technical Programming	3
MKTG	2204	Marketing	3
	3320	Advertising	3
	4411	Marketing Management	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
PSYC	1101	Introduction to Psychology	3

PHYS	1101	Introduction to Physics	4
	1102	Introduction to Physics	4
SFTY	1100	Safety& Envir. Components of Industry	3
	1150	Safety Mgt. and Concepts in Accident Prevention	3
SOCY	1110	Introductory Sociology	3
SPCH	3369	Communication in Organizations	
		or	
	3361	Speaking for Business and Professionals	3
		Aviation Electives	6
		Elective	2

Flight Options: Students will substitute the following courses in lieu of AVMA 1100, 2210, and 3399 for a Flight Option in the Aviation Administration degree.

AVMA	1101	Private Pilot Technology	3
	2201	Instrument Pilot Technology	3
	3300	Commercial Pilot Technology	3

+Flight Fees for students to obtain their private, commercial, or instrument license must be paid in the amount of $5,700.00 during the semester in which you enroll in the class.

Minors

Aviation Administration 21 sem. hrs.

Required Courses

AVMA	1100	Aircraft Flight Theory	3
	1102	Introduction to Air Traffic Control	3
	2211	Airport Management	3
	3303	Airline Operations	3
	3305	General Aviation Operations	3

Select two courses from the following:

AVMA	2213	Airport Planning and Development	3
	3301	Aviation History	3
	3302	Aviation Law	3
	3307	Aviation Safety	3
	4401	Trends & Current Issues in Aviation	3

Flight 18 sem. hrs.

Required Courses

AVMA	1101	Private Pilot Technology	3
	3301	Aviation History	3
	3302	Aviation Law	3
	3305	General Aviation Operations	3

Select two courses from the following:

AVMA	2211	Airport Management	3
	2213	Airport Planning and Development	3
	2214	Advanced Air Traffic Control	3
	3303	Airline Operations	3
	3307	Aviation Safety	3

Aviation Maintenance Management 137 sem. hrs.

This option prepares the student for entry level management positions in the maintenance field with airlines, aviation manufacturers, repair stations, and fixed based operators. All graduates must have obtained the FAA Airframe and Power-plant License. This program is approved by the Federal Aviation Administration and meets the requirements of Federal Aviation Regulation 147.

Aviation Common Core 27 sem. hrs.
Technical Specialty Courses 88 sem. hrs.
Additional Liberal Studies Courses 22 sem. hrs.

Technical Specialty Courses

AVMT	1101	Intro. to Aviation Maintenance	3
	1102	Aircraft Basic Science	3
	1103	Aviation Shop Practices	3
	1105	Aircraft Utility Systems	3
	1106	Aircraft Information Systems	3
	1109	Aircraft Electronics	3
	2201	Reciprocating Engines and Systems	3
	2202	Aircraft Sheet Metal Structures	3
	2203	Reciprocating Engine Maintenance and Return to Service	5
	2204	Propeller Systems	3
	2205	Turbine Engines and Systems	3
	2206	Aircraft Fluid Power Landing Gear Systems	3
	2207	Turbine Engine Maintenance and Return to Service	3
	2208	Cabin Atmosphere Control Systems	3
	2209	Aircraft Flight Control Systems	3
	2210	Non Metallic Structures	3
AVMA	4404	Advanced Composite Structures	
		or	
	4405	Advanced Non Destructive Testing	3
AVIO		Aviation Elective	3
AVIO	1110	Aircraft Power Generation and Distribution Systems	3
ECON	2200	Economics	3
ENGL	1109	Technical Report Writing	3
COMP	1101	Applied Technical Programming	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
PSYC	1101	Introduction to Psychology	3
SOCY	1110	Introductory Sociology	3

Avionics Maintenance Management 128 sem. hrs.

This option prepares the student for entry level management positions in the avionics field with airlines, aircraft and avionics manufacturers, repair stations, and fixed base operators. All graduates must have obtained the FCC General Radio Telephone License.

Aviation Common Core 30 sem hrs.
Technical Specialty Courses 73 sem. hrs.
Additional Liberal Studies Courses 25 sem. hrs.

Technical Specialty Courses

AVMA	1100	Aircraft Flight Theory	3
AVIO	1102	Principles of Radio Transmitters and Receivers	3
	1110	Aircraft Power Generation and Distribution Systems	3
	2200	Electronics Flight Management Systems	3
	2202	Instrument Landing Systems	3
	2204	Aircraft Navigation Systems	3
	2206	Aircraft Communications Systems	3
	2208	Avionics Maintenance Practices	2
	2209	Aircraft Pulse and Radar Systems	3
	2210	FCC License Preparation	2
ECON	2200	Economics	3
ELEC	1100	Circuit Analysis I	3
	2200	Electronic Shop Practices	3
	2210	Circuit Analysis II	3
	2215	Basic Transistors	3
	2230	Digital Electronics	3
ENGL	1109	Technical Report Writing	3
COMP	1101	Applied Technical Programming	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
SOCY	1110	Introductory Sociology	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4

PSYC	1101	Introduction to Psychology	3
		Elective	1

Avionics Minor* **20 sem. hrs.**

AVIO	1102	Principles of Radio Transmitters and Receivers	3
	2200	Electronic Flight Management Systems	3
	2202	Instrument Landing Systems	3
	2204	Aircraft Navigation Systems	3
	2206	Aircraft Communication Systems	3
	2209	Aircraft Pulse and Radar Systems	3
	2210	FCC License Preparation	2

* Restricted to Electronics Engineering Technology Majors

Ballroom Dancing

(Skill Set)

This program consists of courses totaling 20 credit hours providing background, performance and instruction skills in the art of ballroom social dancing. This will prepare students to further earn a teaching or performance certificate accredited by the US Imperial Society of Teachers of Dancing (ISTD) granted by passing examinations of theory and tests of proficiency in front of a visiting licensed examiner.

REQUIRED COURSES:

DANC	1100	Introduction to Social Ballroom Dancing	2 *
	1107	Introduction to Dance	2 *
	1110	Ballroom Dancing Culture and Behavior	1
	1120	Ballroom Dancing Stage Craft	1
	1130	Ballroom Dancing Rhythm and Repertoire	1
	1140	Ballroom Dancing Instruction Practicum	3
	1150	Ballroom Dancesport Bronze Level	2
	2200	Ballroom Dancesport Silver Level	2
	2230	Ballroom Dancesport Competition Judging	1
	2250	Ballroom Dancesport Gold Level	2
	2270	Ballroom Dancing Competitive Experience	3
			TOTAL 20 hrs

* Student may tested out

Board of Governors

(Associate in Applied Science Degree)

Total Credit Hours: **60**

The Board of Governors AAS is a flexible associate degree program opportunity designed for busy adults who want to earn a college degree. It may save some students countless hours and dollars in the quest to achieve educational goals by awarding college credit for work and life experiences.

Students are eligible for admission to the program two years after high school graduation. Students must not hold a degree from an accredited institution nor be enrolled simultaneously in another degree program.

Registration and service fees for enrollment in courses are assessed by the institution. A coordinator will assist you throughout your matriculation in the Board of Governors AAS program. The coordinator assists with completion of admission documents, course enrollment, portfolio submission, and other program requirements.

An individualized educational degree plan can be designed by combining:

-Previously earned college credits
-Credit earned for work and life/learning experiences.
-Credits awarded by standardized testing (CLEP, DANTES,)
-Traditional or distance courses offered through West Virginia's community and technical colleges.

The educational plan can be as individual as the student. And best of all, the program's flexibility allows students to complete this degree at their own pace.

General Education-21 credit hours

Communications
Social Science
Computer Literacy
Math/science

General Elective-39 credit hours

Credit hour requirements may be met through a variety of means:

Traditional coursework
Work and life/learning experiences
Standardized exams
Institutional challenge exams
Military training
Evaluation of non-collegiate sponsored instruction

An area of Emphasis may be awarded if a student has accumulated 15 credit hours in an occupational concentration.

Portfolio Evaluation-

-Schedule an appointment with the college program coordinator for an advising session
-Credit for work, volunteer and life/learning experiences may be awarded
-Register for the Portfolio Development Course
-Compile required documentation
-Submit the complete portfolio for credit evaluation
-Pay evaluation fee

Business Technology

(Associate of Applied Science)

The A.A.S. degree in Business Technology is designed to offer students two areas of concentration: Accounting and General Business.

The objective of the associate degree program in business is twofold: (a) to provide individuals with an opportunity to develop job-related skills while concurrently increasing awareness of their roles and responsibilities toward society and their profession, and (b) to meet the educational needs of the community by helping meet the requirements for trained manpower in the service region of the College. Specifically, the program is designed to allow students to select from associate degree program options that will provide them with the necessary skills to function professionally in the area(s) selected or to continue their studies in a four year program.

BUSINESS TECHNOLOGY **66 sem. hrs.**
(Associate of Applied Science Degree)

Required Core Courses **42 sem. hrs.**

ACCT	2201	Principles of Accounting I	3
	2202	Principles of Accounting II	3
BUSN	1102	Introduction to Business	3
	1141	Business Mathematics	3
	2210	Human Relations in Business	3
	2251	Corporate Communications	3
ECON	2201	Economic Principles and Problems I	3
ENGL	1104	Written English I	3
	1109	Technical Report Writing	3
FINC	2201	Introduction ot Financial Management	3

	2230	Financial Literacy	3
INFO	1100	Computer Concepts and Applications	3
	2235	Microcomputer Applications in Business	3
SPCH	1100	Speech Communications	3

ACCOUNTING SPECIALIZATION
Business Core 42 sem. hrs.
Required Courses 18 sem. hrs.

ACCT	2215	Managerial Accounting	3
	2216	Income Tax Procedures	3
	2217	Concepts of Computerized Accounting	3
	2242	Professional Intern. & Portfolio Dev.	3
	2290	Specialized Accounting Topics	3
INFO	2220	Spreadsheet Design	3

Select an additional 6 hours from the following 6

BUSN	2205	Small Business Fundamentals	3
INFO	2200	Fundamentals of Information Systems	3
MGMT	2214	Office Management	3
OFAD	1100	Microcomputer Keyboarding	3
Elective (Advisor approval required)			3

GENERAL BUSINESS SPECIALIZATION
Business Core 42 sem. hrs.
Required Courses 12 sem. hrs.

BUSN	2205	Small Business Fundamentals	3
ECON	2202	Economic Principles & Problems II	3
MKTG	2204	Principles of Marketing	3
MGMT	2209	Principles of Management	3

Select an additional 12 hours from the following

INFO	2200	Fundamentals of Information Systems	3
	2220	Spreadsheet Design	3
	2225	Fundamentals of Web Design	3
MGMT	2214	Office Management	3
MKTG	2205	Salesmanship & Sales Management	3
OFAD	2233	Database Applications	3
Elective (Advisor Approval Required)			3

CAD (Computer Aided Design)

(Skill Set)

The Drafting/Design Engineering Technology program is offering a unique opportunity for students to gain introductory/intermediate level skills and knowledge in the area of Computer Aided Drafting (CAD). A CAD skill set would consist of five courses from the current AAS Drafting/Design Engineering Technology program. This training could be used for entry-level employment or to further develop skills and knowledge related to a student's current major.

The CAD training may serve as a stand-alone educational program. Some students will find that the knowledge and skills learned through the certificate requirements meet their educational and/or career needs. Other students can use the CAD program to explore potential choices for a major, or as the basis for a step-up program, completing additional courses for an associate degree or baccalaureate degree. This CAD certificate could be used to supplement degrees in Architecture, Aviation, Civil, Electronics, Mechanical, Graphics, Applied Design and Information Systems. These five courses will progress a student from the two dimensional working drawings to three dimensional models using a variety of software such as AutoCAD, Architectural Desktop, Mechanical Desktop and Inventor. All of these software packages are part of the AutoDesk Campus Site License at Fairmont State.

Required Courses: 16 credit hrs.

DRFT	2200	Fundamentals of CAD	3
DRFT	2205	Introduction to Solid Modeling	3
DRFT	2215	Architectural Drafting	4
DRFT	2235	Technical Drafting	3
DRFT	2245	Architectural Design	3

Civil Engineering Technology

(Associate of Science)

(See Fairmont State University Catalog)

Classroom Teacher's Aide

(Skill Set)

This is a 6-hour skill set in Classroom Teacher's Aide. This certificate will satisfy the West Virginia Department of Education's qualifications for Teacher Aide III. Person's who desire employment as teacher's aide in both elementary and early childhood classrooms will be potential students enrolling in this program. Also current Teacher Aides II will be interested in this training as it will qualify them for promotion and pay increase as Teacher's Aide III. The intent of a prescribed curriculum is to provide a pathway from aide to teacher through a step process that begins with certificates earned through the Community and Technical Colleges. In this manner, the potential teacher can earn a certificate, meeting state requirements for college credit, at various levels that will build towards an associate and or a bachelor degree.

Required Courses:
Classroom Teacher's Aide 6 hr.

EDUC	2200	Introduction to Education	3 hrs
EDUC	2220	Exceptionality in Special Education	3 hrs

Classroom Teaching Assistant

(Skill Set)

This program is an 18-hour skill set in for Teaching Assistant. This certificate will satisfy the West Virginia Department of Education's qualifications for Teacher Aide IV. Person's who desire employment as teacher's aide in both elementary and early childhood classrooms will be potential students enrolling in this program. Also current Teacher Aides III will be interested in this training as it will qualify them for promotion and pay increase as Teacher's Aid IV. The intent of a prescribed curriculum is to provide a pathway from aide to teacher through a step process that begins with certificates earned through the Community and Technical Colleges. In this manner, the potential teacher can earn a certificate, meeting state requirements for college credit, at various levels that will build towards an associate and or a bachelor degree.

Required Courses:
Classroom Teaching Assistant 18 hrs

EDUC	2200	Introduction to Education	3 hrs
EDUC	2201	Instructional Technology	3 hrs
EDUC	2220	Exceptionality in Special Education	3 hrs
ENGL	1104	Written English I	3 hrs
INTR	1100	Race, Class, and Gender	3 hrs
SPCH	1100	Intro to Speech Communication	3 hrs

Criminal Justice

(Associate of Applied Science)

The criminal justice program at Fairmont State Community and Technical College provides students with a broad orientation to the entire system of criminal justice. In order to provide for persons with various backgrounds, career aspirations, etc., the program allows students (with advisor assistance and approval) some flexibility in structuring the curriculum to meet their individual interests and needs.

Places of employment:
- Local, county, and state governments
- Industrial commercial coordinators
- Security agencies
- Social service agencies

Types of jobs:
- Police officers
- Correctional officers
- Security/loss prevention
- Private investigators

Criminal Justice 65 sem. hrs.
General Studies Courses 30 sem. hrs.

ENGL	1104	Written English I	3
	1108	Written English II	
		or	
	1109	Technical Report Writing	3
INFO	1100	Computer Concepts and Applications	3
POLI	1103	American Government	3
PSYC	1101	Introduction to Psychology	3
	2250	Community Psychology	3
SOCY	1110	Introductory Sociology	3
	2200	Social Problems	3
SPCH	1100	Speech Communication	3
Math or Science General Studies Course			3

Criminal Justice Required Courses 18 sem. hrs.

CRJU	1100	Introduction to Criminal Justice	3
	1101	Police Operations	3
	2202	Principles of Criminal Law I	3
	2206	Introduction to Corrections	3
	2212	Abnormal Behavior and Crisis Intervention	3
	2240	Adjudication Process	3

Criminal Justice Elective Courses 12 sem. hrs.

CRJU	1199	Special Topics	1-6
	2204	Police Defense Tactics	1
	2205	Natural Resource Laws	3
	2209	Firearms	3
	2215	Introduction to Private Security	3
	2218	Police Administration	3
	2220	Juvenile Justice Process	3
	2236	Criminal Investigation	3
	2246	Criminal Evidence	3
	2255	Law of Corrections	3
	2256	Homicide Investigation	3
	2266	Sex Crimes	3
Elective			5

Model Program
Criminal Justice 65 Sem. hrs.

Semester 1 (Freshman)

ENGL	1104	Written English I	3
POLI	1103	American Government	3
PSYC	1101	Intro to Psychology	3
SOCY	1110	Intro to Scoiology	3
CRJU	1100	Intro to Criminal Justice	3
			15

Semester 2 (Freshman)

ENGL	1108	Written English II, OR	
ENGL	1109	Technical Report Writing	3
PSYC	2250	Community Psychology	3
SOCY	2200	Social Problems	3
CRJU	1101	Police Operations	3
CRJU	2202	Principles of Criminal Law	3
			15

Semester 3 (Sophomore)

SPCH	1100	Intro to Speech Communication	3
Math or Science (See Catalog)			3
CRJU	2206	Intro to Corrections	3
CRJU	2212	Abnormal Behavior & Crisis Intervention	3
CRJU Elective (See Catalog)			3
General Elective			3
			18

Semester 4 (Sophomore)

General Elective			2
CRJU	2240	Adjudication	3
INFO	1100	Comp Concepts	3
CRJU Elective (See Catalog)			3
CRJU Elective (See Catalog)			3
CRJU Elective (See Catalog)			3
			17

Computer Forensic Certificate

(See Fairmont State University Catalog)

Intelligence Research and Analysis Certificate

(See Fairmont State University Catalog)

Drafting/Design Engineering Technology

(Associate of Applied Science)

Required Courses
Drafting/Design Engineering Technology
(TAC of ABET Accredited) 65 sem. hrs.

DRAF	1100	Engineering Graphics	3
	2200	Fundamentals of CAD	3
	2205	Introduction to Solid Modeling	3
	2215	Architectural Drafting	4
	2225	Descriptive Geometry	3
	2235	Technical Drafting	3
	2245	Architectural Design	3
	2255	Tool Design	4
ECON	2200	Introduction to Economics	3
ENGL	1104	Written English I	3
	1109	Technical Report Writing	3
INFO	1100	Computer Concepts and Applications	
		or	
COMP	1101	Applied Technical Programming	3
MATH	1101	Applied Technical Math I	3
	1102	Applied Technical Math II	3
MANF	1100	Materials and Processes	3
PHYS	1101	Introduction to Physics	4
	1102	Introduction to Physics	4
SPCH	1100	Speech Communication	3
TECH	2290	Engineering Analysis I	4
TECH		Elective	3

Early Childhood (EC)

(Associate of Applied Science)

The Early Childhood Associate of Applied Science Degree includes the study of the growth and development of young children as well as the planning, preparation and implementation of appropriate curriculum for quality early childhood programs. Students have the opportunity to gain practical experience working with children at the campus Laboratory Preschool and in early childhood programs within the community.

The program prepares individuals to work in child care centers, Head Start Centers, and private preschools or nursery schools. Some graduates are employed in private homes as a nanny or in public schools as a paraprofessional. Other employment opportunities include positions in public and private organizations providing services for children.

Early Childhood students are required to meet all West Virginia Licensing Requirements for Child Care employees including a physical examination, tuberculosis test, valid food handler's card, two written references, first aid and CPR training and criminal background record check.

Early Childhood 64 semester hours

EDUC	2220	Areas of Exceptionality in Special Education	3
ENGL	1104	Written English I	3
	1108	Written English II	3
		(PR: ENGL 1104 with a grade of "C" or better)	
EC	1105	Development of Young Children	3
	1106	Health and Safety in Early Childhood Programs	2
	1107	Early Childhood Curriculum	3
	1130	Foundations of Early Childhood	3
	2206	The Child in the Family	3
	2230	Classroom Strategies	3
	2231	Administration of Early Childhood Programs	3
	2232	Early Childhood Practicum I	3
	2240	Infant and Toddler Development	3
EC	2262	Early Childhood Practicum II	4
	2283	Cognitive Development	3
FOSM	1110	Nutrition	3
	2201	Principles of Food Selection and Preparation	3
HUSV	1103	Community Service Learning	1
INFO	1100	Computer Concepts and Applications	3
INTR	1100	Race, Class, and Gender	3
SOCY	1110	Introductory Sociology	3
LIBS	2209	Library Materials for Children	3
Elective			3

Model Schedule
Total A.A.S. Degree 64 Hours

Semester 1 Fall

EC	1106	health and Safety in EC*	2
EC	1130	Foundations in EC*	3
ENGL	1104	Written English I	3
INTR	1100	Race, Class and Gender	3
INFO	1100	Computer Concepts & App.	3
HUSV	1103	Community Service Learning	1
			Total 15

Semester 2 Spring

EC	1105	Dev. of Young children*	3
EC	1107	EC Curriculum*	3
ENGL	1108	Written English II	3
FOSM	1110	Nutrition	3
SOCY	1110	Introductory Sociology	3
			Total 15

Semester 3 Fall

EC	2230	Classroom Strategies*	3
EC	2232	EC Practicum I*	3
EC	2240	Infant/Toddler Development*	3
EC	2283	Cognitive Development*	3
EDUC	2220	Areas of Exceptionality	3
FOSM	2201	Principles of Food Selection*	3
			Total 18

Semester 4 Spring

EC	2206	The Child in The Family*	3
EC	2231	Administration of EC Programs*	3
EC	2262	EC Practicum II*	4
LIBS	2209	Library Materals/Children*	3
		Elective	3
			Total 16

* Offered only in semester listed

Notice to all students:

- It is the responsibility of the student to meet the academic advisor to schedule all courses for the completion of this degree. Failure to seek assistance of an advisor may delay graduation.
- Permission is required to carry over 18 hours per semester. To be eliible, the student must be graduating or have a 3.00 GPA. Hours may not exceed 25 in any semester.
- The semester before planned graduation, the student should schedule a Senior Evaluation through the Registrar's office and must apply for graduation before the deadline as stated in the current college catalog.
- Students are reminded to review campus policies and procedures as stated in the college catalog.

Early Childhood Practitioner: Occupational Development Degree

General Studies Component I 21 Credit hours

The following courses are required:

ENGL	1104	Written English I	3 hours
	1108	Written English II (PR:"C"in ENGL 1104)	3 hours
INFO	1100	Computer Concepts & Applications	3 hours

Select four courses from the following: 12 hours

PSYC	1101	Introduction to Psychology I	3 hours
SOCY	1110	Introductory Sociology	3 hours
SPCH	1100	Intro. to Speech Communication	3 hours
INDS	1100	Race, Class and Gender	3 hours
INDS	2280	Empowering Leadership	3 hours

Technical Core Component II 15 Credit Hours

The following courses are required:

EC	1107	Curriculum for Early Childhood Programs	3 hours
	2283	Cognitive Development	3 hours

Select a minimum of 9 hours from the following courses:

EC	1105	Development of Young Children	3 hours
	1106	Health and Safety in Early Childhood Programs	2 hours
	2206	The Child in the Family	3 hours
	2230	Classroom Strategies	3 hours
	2231	Administration of Early Childhood Programs	3 hours
	2240	Infant and Toddler Development	3 hours
LIBS	2209	Library Materials for Children	3 hours
FOSM	1110	Nutrition	3 hours
HUSV	1103	Community Service Learning	1 hour

Technical-Training Experience Component III 18 Credit Hours

Component III consists of courses developed and delivered by the Apprenticeship for Child Development Specialist (ACDS) Program offered through, and approved by, the United States Department of Labor, or approved courses included in the Child Development Associate (CDA) education and training program under the auspices of an agency or organization with expertise in early childhood teacher preparation. The courses will be converted to college credit hours at the usual ratio of 15:1 for lecture and at the laboratory hours/credit ratio of Fairmont State Community and Technical College to a maximum of 18 credit hours. *This credit will be recorded immediately prior to graduation from the college following the completion of all degree requirements,* a positive completed evaluation by Fairmont State Community and Technical College and *the payment of the Evaluation Fee.*

Occupational On-the-Job Training Hours
Component IV 10 Credit Hours
OR
Supervised Work Based Learning

This component consists of paid or unpaid on-the-job training provided as a component of the Apprenticeship for Child Development Specialist (ACDS) Program or Child Development Associate (CDA) Program. The on-the-job training component is to be converted to credit hours at a ratio of 160:1 to a maximum of 10 credit hours. *This credit will be recorded immediately prior to graduation following the completion of all degree requirements,* a positive completed evaluation by Fairmont State Community and Technical College and *the payment of the Evaluation Fee.*

TOTAL DEGREE REQUIREMENT **64 Credit Hours**

Documentation of completion
for Component III and Component IV is made to the Early Childhood Program Coordinator by submitting a copy of the U.S. Department of Labor Apprenticeship for Child Development Specialist Certificate and a letter of completion from the U.S. Department of Labor or a copy of the Child Development Associate Certificate and a letter of completion from the organization or agency providing the training.

Residency Requirement: 15 credits of the students last course work in Components I and II must be completed at Fairmont State Community and Technical College.

Evaluation Fee: An Evaluation Fee of one hundred-fifty dollars ($150.00) is required following the completion of all courses. The evaluation includes determination that all academic course work has been successfully completed and verification of Components III and IV. When the evaluation is completed and all requirements have been met, then credits for Components III and IV will be granted. The evaluation fee is paid at the time application for graduation is made.

Early Childhood Teaching Aide
(Skill Set)

This is a 6-hour skill set in Early Childhood Teaching Aide. This certificate will satisfy the West Virginia Department of Education's qualifications for Teacher Aide III. People who desire employment as teacher's aide in both elementary and early childhood classrooms will be potential students enrolling in this program. Also current Teacher Aides II will be interested in this training as it will qualify them for promotion and pay increase as Teacher's Aid III. The intent of a prescribed curriculum is to provide a pathway from aide to teacher through a step process that begins with certificates earned through the Community and Technical Colleges. In this manner, the potential teacher can earn a certificate, meeting state requirements for college credit, at various levels that will build towards an associate and or a bachelor degree. The certificate in Early Childhood Teaching Aide will lead seamlessly towards an associate degree in Early Childhood, without loss of credit and with a focused curriculum.

Required Courses:

Early Childhood Teaching Aide			**6 hrs**
EC	1106	Health and Safety in Early Childhood	2 hrs
EC	1107	Early Childhood Curriculum	3 hrs
EMMS	1199	Pediatric First Aid / CPR	1 hr

Substitution may be made for an EC course upon approval by Program Coordinator.

Early Childhood Teaching Assistant
(Skill Set)

This is an 18-hour skill set in Early Childhood Teaching Assistant. This certificate will satisfy the West Virginia Department of Education's qualifications for Teacher Aide IV. Person's who desire employment as teacher's aide in both elementary and early childhood classrooms will be potential students enrolling in this program. Also current Teacher Aides III will be interested in this training as it will qualify them for promotion and pay increase as Teacher's Aid IV. The intent of a prescribed curriculum is to provide a pathway from aide to teacher through a step process that begins with certificates earned through the Community and Technical Colleges. In this manner, the potential teacher can earn a certificate, meeting state requirements for college credit, at various levels that will build towards an associate and or a bachelor degree. The certificate in Early Childhood Teaching Assistant will lead seamlessly towards an associate degree in Early Childhood, without loss of credit and with a focused curriculum.

Required Courses

Early Childhood Teaching Assistant			**18 hrs.**
EC	1106	Health and Safety in Early Childhood	2
EC	1107	Early Childhood Curriculum	3
EC	2230	Classroom Strategies	3
EC	2283	Cognitive Development	3
EDUC	2220	Exceptionality in Special Education	3
ENGL	1104	Written English I	3
EMMS	1199	Pediatric First Aid / CPR	1

Substitution may be made for an EC course upon approval by Program Coordinator.

Electronics Engineering Technology
(Associate of Science)

(See Fairmont State University Catalog)

Emergency Medical Services
(Associate of Applied Science)

Emergency Medical Services play a key role in the health care delivery system in the United States by providing the appropriate basic intermediate, and advanced life support to the sick and injured in the prehospital setting. The Emergency Medical Technician is the instrument used to provide this prehospital care. The EMT's primary responsibility is to provide expert emergency medical care to victims of emergencies and to transport them safely to the appropriate facility. Most duties are performed unsupervised, in a variety of circumstances, and often under considerable physical and emotional stress.

The primary goal of the Emergency Medical Services Program at Fairmont State College is to produce entry level basic, intermediate, and advanced Emergency Medical Technicians who are competent to work in career and volunteer positions within West Virginia's health care system.

Graduates of the program possess the knowledge, skills and confidence to provide high quality emergency care to the sick and injured in their respective communities. The individual who successfully completes the Associate of Applied Science in Emergency Meical Services Program will posses these attributes and wll be eligible for employment with public and private EMS providers, hospitals and aeromedical services. All Applicants seeking admission to the Associate of Applied Science in Emergency Medical Services Program are required to:

1. Meet general admission requirements of Fairmont State College.
2. Submit an application for admission designating associate degree Emergency Medical Services as a major field of study.
3. Submit a resume or Statement of Activities to the Office of Admissions if the candidate is not a recent high school graduate.
4. Submit official high school transcript or verified GED score, ACT or SAT scores if applicable; and EMS program application prior to August 1 application deadline to be considered for the first year - fall semester..
5. Students admitted to the program must complete a physical examination, required immunizations and tests prior to participation in any EMS Practicum course.
 After complying with the above steps the student must submit the following to the EMS Coordinator:
 1. An application to the Emergency Medical Services Program.
 2. Three letters of reference.
 3. A photocopy of the following certifications if held by the applicant: EMT-Basic or EMT-Paramedic and American Heart association Provider and /or American Red Cross Professional Rescuer CPR certification.

NOTE: If a student holds a current paramedic certification, the student may be eligible to earn the Associate of Applied Science in Emergency Medical Services Degree after fulfilling the general education components of the program. The equivalent evaluation is done on an individual basis taking into considereation all EMS training and related courses to the field of study.

Qualified students will be ranked according to an impartial scoring system. ACT or SAT scores; high school or college grade point average or GED score; active member of an approved West Virginia EMS agency; and college courses completed that apply to the Associate of Applied Science in EMS degree (if applicable) are considered in the evaluation process. Students who are not admitted must reapply if they wish to be considered for the next academic year.

Students must be able to travel to various clinical affiliate sites located throughout North Central West Virginia during the EMS Practicum courses. Additional mini-courses have been incorporated into the EMS 200 courses. Participation in these courses is mandatory. Certification fees are required for State or National certification by the agencies governing these courses.

To remain in the EMS program and to be eligible to take the National Registry of EMT's Paramedic examination a minimum cumulative 2.0 grade point average is required at the end of the program and a favorable recommendation from the program faculty and medical director is required. Failure to meet any of these requirements will result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

According to West Virginia Division of Health Legislative Rules 64 CSR 48-9 and 48-10, anyone wishing to receive certification from the West Virginia Office of Emergency Medical Services must meet and maintain the qualifications contained in this legislation. Certification will be denied or revoked to anyone not being able to meet these requirements. Contact the West Virginia Office of Emergency Medical Services at 304-558-3956 or http://www.wvoems.org to obtain a copy of these requirements.

Model Schedule
Emergency Medical Services 66 sem. hrs.

First Term (Fall Semester)

BIOL	1170	Anatomy & Physiology	4
EMMS	1100	Introduction to EMS	2
EMMS	1103	Emergency Medical Technician Basic	7
	1104	Emergency Medical Services - Operations	2
	1106	Emergency Medical Services Practicum I	1
			16

Second Term (Spring Semester)

ALLH	1100	Medical Terminology	3
EMMS	1108	EMS Pharmacology	3
EMMS	2207	Airway Management/Patient Assessment	2
	2208	Pathophysiology and Shock Trauma Resuscitation	3
	2209	Emergency Medical Services Practicum II	2
ENGL	1104	Written English I	3
			16

Third Term (Fall Semester)

EMMS	2210	Medical Emergencies	4
	2211	Emergency Medical Services Practicum III	2
ENGL	1109	Technical Report Writing	3
INFO	1100	Computer Concepts & Application	3
MATH	1107	Fundamental Concepts of Mathematics	3
PSYC	1101	Introduction to Psychology	3
			18

Fourth Term (Spring Semester)

EMMS	2212	Medical Emergencies II	4
	2213	Special Patients & Situations	2
	2214	Emergency Medical Services Practicum IV	2
	2215	Assessment Based Management	2
SOCY	1110	Introduction to Sociology	3
Elective		(Consent of Advisor)	3
			16

EMS Specialist: Occupational Development

(Associate of Applied Science)

Model Schedule 72 Credit Hours
This program includes the following components:

Component I (General Studies)

ENGL	1104	Written English I	3
ENGL	1109	Technical Report Writing	3
MATH	1107	Fundamental Concepts	3
PSYC	1101	Introduction to Psychology I	3
SOCY	1110	Introductory Sociology	3
COMP	1100	Concepts of Computing	3
	OR		
INFO	1100	Computer Concepts and Applications	3
Elective			3
			21 Credit Hours

Component II (Technical Core)

EMMS	2202	Tech I Paramedic	8
	2203	Practicum I	2
	2204	Tech II Paramedic	8
	2205	Practicum II	2
			20 Credit Hours

Component III (Technical Training Experience)

The component consists of technical courses, workshops, developed and delivered by the College and State EMS agency or approved by Department of Labor as apprenticeship training. Courses are converted to college credit hours at the usual ratio of 15:1 for lecture and at a rate consistent with the lab/credit ratio of the degree granting institution.

18 Credit Hours

Component IV (On-The-Job Training)

On-the-job training in the occupation or supervised work based learning consists of on-the-job training, internship, or practicum performed at a business or industry setting in the occupational area. the on-the-job training component is to be converted to credit ratio of 160:1 with the maximum of 2,080 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training may be placed on the college record. This credit will be recorded immediately prior to graduation from the College.

13 Credit Hours

Emergency Medical Technician-Paramedic (EMT-P)

(One-Year Certificate)

Model Schedule 36 Semester Hours

First Summer Term (June) 5 Weeks

EMMS	1100	Introduction to EMS	2 hours
EMMS	1104	EMS-Operations	2 hours
EMMS	1106	EMS-Practicum I (44 Hours)	1 hour
			Total 5 hours

Fall Semester (August) 16 Weeks

EMMS	1108	EMS Pharmacology	3 hours
	2207	Airway Management / Patient Assessment	2 hours
	2208	Shock Trauma Resuscitation	3 hours
	2209	EMS Practicum II (116 Hours)	2 hours
	1199	EMS Practical Lab II	2 hours
* Basic Trauma Life Support Provider Course			1 hour
			Total 13 hours

Spring Semester (January) 16 Weeks

EMMS	2210	Medical Emergencies I	4 hours
EMMS	2211	EMS Practicum III (120 Hours)	2 hours
EMMS	2212	Medical Emergencies II	4 hours
* Advanced Cardiac Life Support Provider Course			1 hour
* Pediatric Advanced Life Support Provider Course			1 hour
			Total 12 hours

Second Summer Term (May) 5 Weeks

EMMS	2213	Special Situations	2 hours
*EMMS	2214	EMS Practicum IV (112 Hours)	2 hours
EMMS	2215	Assessment Based Management	2 hours
			Total 6 hours

* *EMS Practicum IV will be over both summer terms (May thru July) 10 weeks*

NREMT-P EXAM (July) Total Program Hours: 36 hours

Admission Procedures

1. Meet the general admission requirements of Fairmont State Community & Technical College
2. Submit an application for admission designating One-Year Certificate in Emergency Medical Services as major field of study.
3. Submit a resume to the Office of Admissions if the candidate is not a recent high school graduate.
4. Submit official high school transcript or verified GED score, ACT or SAT scores if applicable; and EMS program application prior to January 1 application deadline.
5. Students admitted to the program must complete a physical examination and required immunizations prior to participation in any EMS Practicum course.
6. Submit two letters of reference to the EMS Coordinator.

Prerequisites

1. Current Healthcare Provider CPR Card
2. Current EMT-Basic Card (NREMT and or WVOEMS) - *(EMMS 1103 EMT-Basic 7 hours)*
3. Anatomy & Physiology Course (4 credit hours with a lab) - *(BIOL 1170 Anatomy & Physiology 4 hours)*
4. Remedial Math, Reading and or English Courses

Food Service Management

(Associate of Applied Science)

Preparation for supervisory or middle management positions in the fast-growing hospitality food service industry is provided by an A.A.S. in Food Service Management.

Basic courses for the degree give knowledge of sanitation, equipment, food purchasing, food merchandising, quantity foods, and personnel management. The following three degree options are available: Culinary, Dietary Management, or Institutional Food Service Management, Specialized practicum and Laboratory experiences provide skills necessary for competency in these fields of study.

Students in the Culinary Arts Specialization may choose to articulate into the Bachelor of Science Hospitality Management Degree. See Business Administration Catalog description for more information.

The program allows some flexibility for men and women who have been or are already employed in food service work to have appropriate credit waived. This degree will also offer opportunities for advancement that may not otherwise exist for food service workers.

Places of employment:

- Cafeterias
- Catering
- Clubs
- Hospitals
- Hotels
- Long-term Care Facilities
- Resorts
- Restaurants

Types of jobs:

- Chef's Assistants
- College-School Food Services
- Cooks
- Dietary Manager
- Fast Food Service Operations
- Food Directors
- Food Managers (Chain Operations)

AAS Food Service Management 64-67 hours

Food Service Management Core Courses 34 hrs

ENGL	1104	Written English I	3
	1108	Written English II	3
FOSM	1110	Nutrition	3
	1121	Food Service Facilities and Equipment	3
	1122	Sanitation and Safety	2
	1140	Food Service Cost Analysis and Management	3
	2201	Principles of Food Selection and Preparation	3
	2202	Principles of Quantity Food Production	3

	2203	Principles of Food Selection and Prep. Lab	1
	2204	Principles of Quantity Food Pro. Lab	1
	2224	Purchasing and Receiving	3
	2228	Food Service Organization and Management	3
INFO	1100	Computer Concepts and Applications	3

Institutional Food Service Management Option 31 hrs

ACCT	2201	Principles of Accounting	3
BUSN	1102	Intro to Business	3
FOSM	1119	Intro to Food Service Industry	3
	2227	Food and Beverage Merchandising	3
	2229	Food Service Practicum	10
MGMT	2209	Principles of Management	3
Restrictive Elective (Select two)			6
ECON	2200	Economics	
INTR	1100	Race, Class, and Gender	
	2280	Empowering Leadership	
PSYC	1101	Intro to Psychology	
SOCY	1110	Introductory to Sociology	

Culinary Arts Option 33 hrs
American Culinary Federation Accredited Program

FOSM	1119	Intro to Food Service Industry	3
	1130	Basic Baking	3
	2209	Food Specialties Garde Manager	3
	2227	Food and Beverage Merchandising	3
	2229	Food Service Practicum	12
MKTG	2205	Salesmanship and Sales Management	3
MGMT	2209	Principles of Management	3
Restricted Elective (Select one)			3
ECON	2200	Economics	
INTR	1100	Race, Class, and Gender	
INTR	2280	Empowering Leadership	
SOCY	1110	Introductory Sociology	
PSYC	1101	Intro to Psychology	

Dietary Manager Option 33 hrs

ALLH	1100	Medical Terminology	3
BIOL	1170	Anatomy and Physiology	4
FOSM	2220	Diet Therapy	3
	2229	Food Service Practicum	15
	2250	Applications in Community & Medical Nutrition	3
FOSM	2260	Seminar in Dietary Management	2
SOCY	1110	Introductory Sociology	3

ProMgmt Certificate

(Skill Set)

This series of courses are endorsed by the National Restaurant Association, providing a college level curriculum driven by a collaboration with business and setting a much needed industry standard of knowledge and skills. Fairmont State Community & Technical College Food Service Management program has been approved as a partner with the National Restaurant Association to become a ProMgmt instructional site. The potential audience for this program will be both traditional and non-traditional students. The primary focus for recruitment of students for this program will come from ProStart programs. ProStart is taught at the high school and vocational level, and is the feeder program leading into ProMgmt certificate program. ProMgmt will also be taken by general culinary students and by foodservice and restaurant employees seeking a certificate program for career advancement. Students will be able to complete the ProMgmt program within two semesters. The philosophy behind the certificate is to give the students a step approach to their education, from secondary school to college. Students have an opportunity to complete 20 hours towards an associate degree and the certificate or choose to do the certificate as a stand-alone certification. Then if they decide to do so, they may apply that credit toward a 2-year associate degree in Culinary Arts or Institutional Food Service Management. The courses selected for this certificate were carefully selected to meet all National Restaurant certification guidelines.

REQUIRED COURSES:

ProMgmt 20 hrs

FOSM	1122	Sanitation and Safety	2
FOSM	1119	Intro Food Service Industry	3
FOSM	1130	Basic Baking	3
FOSM	2202	Principles of Quantity Foods	3
FOSM	2224	Purchasing & Receiving	3
FOSM	2227	Food & Beverage Merchandising	3
MKTG	2204	Principles of Marketing	3

Serve Safe

(Skill Set)

This Skill Set is a single course that will provide a certificate awarded by the C&TC that is recognized as certification of training in sanitation policy and procedures for food service workers as required by their employer.

REQUIRED COURSE:

FOSM	1122	Sanitation and Safety	2

Graphics Technology

(Associate of Science)

Graphics Technology 64 sem. hrs.
Common Core Courses 43 sem. hrs.

ENGL	1104	Written Eng I	3
ENGL	1108	Written Eng II	3
SPCH	1100	Intro to Speech Communications	3
INFO	1100	Computer Concepts and Applications	3
Science/Social Science Elective			3
DRAF	1100	Engineering Graphics	3
GRAP	1100	Graphic Communications Processes	3
GRAP	1125	Multimedia Concepts	3
GRAP	1150	Computer Applications to Graphics	3
GRAP	2210	Graphics: Methods & Materials	3
GRAP	2225	Basic Photography	3
GRAP	2230	Graphic Design	3
GRAP	2250	Graphics Practicum	4
OFAD	2250	Desktop Publishing	3

Commercial Design Option 21 hrs

ART	1140	Art Structure & App Design	3
ART	1141	Art Structure & App Design	3
ART	1142	Drawing	3
ART	2241	Drawing from Life	3
MATH	1107	Fundamental Concepts	3
ART		Elective	3
GRAP		Elective	3
TOTAL AS Degree			64 hrs

Electronic Publishing Option 21 hrs

DRAF	2200	Fundamentals of CAD	3
GRAP	2245	Digital Photography	3
GRAP	2265	Estimating & Cost Analysis	3
GRAP	2285	Electronic Art	3
GRAP	2290	Computer Imaging	3
GRAP		Elective	3
TECH	1101	Intro to Technology	3
TOTAL AS Degree			64 hrs

Internet Publishing Option 21 hrs

DRAF	2200	Fundamentals of CAD	3
GRAP	2245	Digital Photography	3
GRAP	2255	Internet Animation	3
GRAP	2280	Internet Publishing	3
GRAP	2285	Electronic Art	3
GRAP	2290	Computer Imaging	3
GRAP		Elective	3

TOTAL AS Degree 64 hrs

Minor, B.A. and B.S. Degree 33 sem. hrs.

ART	1140	Art Structure and Applied Design	3
	1141	Art Structure and Applied Design	3
	1142	Drawing	3
	2241	Drawing from Life	3
	3363	Painting in Watercolor	3
GRAP	1100	Graphic Communication Processes	3
	1150	Computer Applications to Graphics	3
	2200	Introduction to Desktop Publishing	3
	2210	Graphics - Methods and Materials	3
	2225	Basic Photography	3
	2230	Layout and Design I	3

Health Information Technology

(Associate of Applied Science)

The Health Information Technology Program is designed to prepare students to work as a health information technician in various health care facilities.

The health information technician is trained in all functions of health information systems including record assembly, analysis, abstracting, storage and retrieval, statistical reporting and analysis, transcription, legal aspects of health information with release of information, disease and operation coding and indexing including computer use and DRG assignments, requirements for licensure and accreditation, quality assessment, risk management and supervision.

In addition to the mastery of technical skills in word processing equipment, abstracting data to support quality assessment activities and support to various committees the technician will be prepared to accept the responsibility of supervising health information operations in a variety of health facilities.

The Health Information Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the American Health Information Management Association's Council on Accreditation. Graduates of the program are eligible to apply to write the accreditation examination of the American Health Information Management Association for the designation RHIT-Registered Health Information Technician.

Applicants are advised to make application before March 1. Admission to the program is bases on high school transcripts, ACT or SAT or placement testing (COMPASS English and Math), and college transcripts when applicable.

To remain in the HIT program, a student must receive a grade of "C" or above in every HIT course and in prerequisite course. Support courses identified as prerequisites of subsequent HIT courses require a "C" or above to progress. Failure to meet these requirements will result in dismissal from the program. If a student withdraws from a HIT course during the program, they may be subject to dismissal from the program. Readmission is on the basis of space availability, faculty review, and credentials review. An overall "C" average must be maintained in order to graduate from the HIT program. Additionally, in order to graduate from the college, the student must achieve a "C" or above in English 104 and English 108.

Places of Employment:
- Hospitals
- Physicians Offices
- Clinics
- Health Agencies
- Supply Vendors
- Nursing Homes

Types of Employment:
- Health Information Clerk
- Transcriptionist
- Supervisor
- Medical Audit/DRG Analyst
- Coder
- Specialty Registries

Health Information Technology 72 sem. hrs.

Semester I

ALLH	1100	Medical Terminology	3
ENGL	1104	Written English I	3
HLIN	1104	Introduction to Health Information	3
	1107	Storage Systems	3
INFO	1100	Computer Concepts and Applications	3
PSYC	1101	Introduction to Psychology	3
			18

Semester II

BIOL	1170	Anatomy and Physiology	4
ENGL	1108	Written English II	3
HLIN	1105	Computers in Health Care	3
	1109	Health Care Statistics	3
	1110	Legal Aspects of Health Information	3
SOCY	1110	Introductory Sociology	3
			19

Summer I

HLIN	1115	Alternate Care Settings	2

Semester III

ALLH	1102	Pathophysiology	3
HLIN	2200	Interpretation of Diagnostic Data	3
	2203	Quality Assessment/Utilization Review	3
	2205	Classification System I - ICD	5
	2206	Clinical Practicum I	4
			18

Semester IV

HLIN	2202	Reimbursement Systems	3
HLIN	2207	Health Information Supervision	4
	2208	Clinical Practicum II	4
	2209	Classification System II - CPT	4
			15

Homeland Security

(Associate of Applied Sciences)

This program provides education and training for individuals desiring to be a part of the new and rapidly emerging workforce in homeland security. Students accepted to this program must provide proof of US citizenship, and pass a background check.

Individuals who successfully complete this program will find many employment opportunities such as: defense corporations, hospitals, the aviation industry, regional security offices, shopping mall security, state and federal emergency management.

Homeland Security 68 -71 hrs
Core Courses 41 hrs

ENGL	1104	Written English 1	3
ENGL	1108	Written English 11	*or*

ENGL	1109	TRW	3
INFO	1100	Computer Concepts and Applications	3
POLI	1103	American Government	3
SOCY	1110	Intro Soc *or* PSY 101 Intro Psy	3
Math or Science			3
SPCH	1100	Introduction to Speech Communications	3
CRJU	2257	Risk Management *	3
AVMA	2206	Aviation Security *	3
EMMS	1112	EMS ERT: Basic Concepts	3
SFTY	2205	Disaster Preparedness *	3
INTR	2250	Interdisciplinary Practicum *	3
PHED	1100	Fitness and Wellness	2
Ethics Elective. Any 3 hr Ethics Class			3

Aviation Track 27 hrs

AVMA	1100	Intro to Flight Theory	3
AVMA	2211	Airport Management	3
AVMA	2205	General Aviation Ops	3
AVMA	1109	Air Rescue Fire Fighting	3
AVMA	2202	Aviation Law	3
AVMA	2213	Airport Plan & Develop	3
AVMA	2203	Airline Operations	3
AVMA	2225	Airline Transport Security	3
AVMA	2207	Aviation Safety	3

Criminal Justice Track 30 hrs

SOCY	2200	Social Problems	3
PSYC	2250	Community Psychology	3
SOCY	1110	Intro Soc *or* PSY 101 Intro Psy (whichever not taken as core)	3
CRJU	1100	Introduction to Criminal Justice	3
CRJU	1101	Police Operations	3
CRJU	2202	Principles of Criminal Law	3
CRJU	2209	Firearms	3
CRJU	2215	Introduction to Private Security	3
CRJU	2260	Terrorism, Counter Ter., and Ter. Response*	3
CRJU	2236	Criminal Investigation	3

EMS Track 24 hrs

EMMS	1100	Introduction to EMS	2
EMMS	1103	EMT – Basic	7
EMMS	1104	EMS Operations	2
EMMS	1111	Homeland Security Practicum I*	1
EMMS	2221	Homeland Security Practicum II*	1
EMMS	2222	Emergency Response to Terrorism: Tactical Considerations*	3
EMMS	2223	Homeland Security Practicum III*	1
EMMS	2224	Basic Life Support & Hazardous Materials	3
EMMS	2225	Homeland Security Practicum IV*	1
SFTY	2210	HazWOPER	**3

Safety Track 25 hrs

SFTY	1100	Safety and Environmental Components	3
SFTY	2210	HazWOPER **	3
SFTY	2260	Fire Prevention	3
SFTY	2290	Intro Industrial Hygiene	3
EMMS	2224	BLS and Hazardous Materials Response *	2
MATH	1102	Applied Technical Math	3
CHEM	1101	General Chemistry	4
CHEM	1102	General Chemistry	4

- * New Courses specifically developed for this program.
- ** New Courses specifically developed for this program and from which certification is granted upon completion.

Aviation Track Model Program 68 Hours

Semester 1

ENGL	1104	Written English I	3 hrs
INFO	1100	Comp Concepts	3 hrs
PSYC	1101	Intro to Psychology	3 hrs
AVMA	1100	Aircraft Flight Theory	3 hrs
AVMA	2206	Aviation Security	3 hrs
PHED	1100	Fitness & Well	2 hrs
			17 hrs

Semester 2

ENGL	1108	Written English II, OR	
ENGL	1109	Tech Report Writing	3 hrs
AVMA	2211	Airport Management	3 hrs
POLI	1103	American Government	3 hrs
AVMA	2205	General Aviation Ops	3 hrs
AVMA	1109	Air Rescue Fire Fight	3 hrs
			15 hrs

Semester 3

SPCH	1100	Intro to Speech Com	3 hrs
MATH	1107	Fund Concepts of Math	3 hrs
AVMA	2202	Aviation Law	3 hrs
CRJU	2256	Risk Management	3 hrs
AVMA	2213	Airport Planning & Dev.	3 hrs
AVMA	2203	Airline Operations	3 hrs
			18 hrs

Semester 4

SFTY	2205	Disaster Preparedness	3 hrs
AVMA	2225	Transport Security	3 hrs
AVMA	2207	Aviation Safety	3 hrs
EMMS	1112	EMS ERT: Basic Concepts	3 hrs
INTR	2250	Interdisciplinary Practicum	3hrs
Ethics xxx Ethics elective			3 hrs
			18 hrs

Criminal Justice Track Model Program 71 Hours

Semester 1

ENGL	1104	Written English I	3 hrs
POLI	1103	American Govt.	3 hrs
PSYC	1101	Intro to Psychology	3 hrs
SOCY	1110	Intro to Sociology	3 hrs
CRJU	1100	Intro to Crim Justice	3 hrs
PHED	1100	Fitness Wellness	2 hr
			17 hrs

Semester 2

ENGL	1108	Written English II, OR	
ENGL	1109	Tech Report Writing	3 hrs
PSYC	2250	Community Psych	3 hrs
SOCY	2200	Social Problems	3 hrs
CRJU	1101	Police Operations	3 hrs
CRJU	2215	Intro to Pri. Security	3 hrs
INTR	2250	Interdisciplinary Prac	3 hrs
			18 hrs

Semester 3

SPCH	1100	Intro to Speech Comm	3 hrs
Math or Science (See Catalog)			3 hrs
CRJU	2202	Prin of Criminal Law	3 hrs
AVMA	2206	Aviation Security	3 hrs
CRJU	2209	Firearms	3 hrs
CRJU	2236	Criminal Investigation	3 hrs
			18 hrs

Semester 4

Ethics		Elective	3 hrs
SFTY	2205	Disaster Preparedness	3 hrs
INFO	1100	Comp Concepts	3 hrs
CRJU	2260	Terrorism	3 hrs
CRJU	2257	Risk Management	3 hrs
EMMS	1112	EMS Resp. to Terr.	3 hrs
			18 hrs

Emergency Medical Services Track
Model Program 66 Semester Hours

Fall Semester – First Year

EMMS	1100	Intro to EMS	2 hrs
EMMS	1103	EMT-Basic	7 hrs
EMMS	1104	EMS Operations	2 hrs
ENGL	1104	Written English I	3 hrs
POLI	1103	American Govt	3 hrs
EMMS	1111	HLS Practicum-I	1 hr
			18 hrs

Spring Semester – First Year

ENGL	1108	Written English II, or	
ENGL	1109	Tech Report Writing	3 hrs
SFTY	2205	Disaster Preparedness	3 hrs
AVMA	2206	Aviation Security	3 hrs
PHED	1100	Fitness & Wellness	3 hrs
EMMS	1112	ERT: Basic Concepts	3 hrs
EMMS	2221	HLS Practicum-II	1 hr
			16 hrs

Fall Semester– Second Year

EMMS	2222	ERT: EMS Tact Cons	3 hrs
CRJU	2256	Risk Management	3 hrs
MATH	1107	Fund Concepts of Math	3 hrs
PSYC	1101	Intro to Psychology	3 hrs
SPCH	1100	Intro to Speech Comm	3 hrs
EMMS	2223	HLS Practicum-III	1 hr
			16 hrs

Semester – Second Year

Ethics		Any 3 hr Ethics Course	3 hrs
SFTY	2210	HazWOPER	3 hrs
INTR	1100	Comp Concepts	3 hrs
EMMS	2224	BLS: Haz-mat Resp.	3 hrs
SOCY	1110	Intro to Sociology	3 hrs
EMMS	2225	HLS Practicum-IV	1 hr
			16 hrs

Safety Track
Model Program 68 Hours

Semester 1

ENGL	1104	Written English I	3 hrs
POLI	1103	American Govt	3 hrs
PSYC	1101	Intro to Psychology	3 hrs
MATH	1101	Applied Tech Math	3 hrs
SFTY	2201	Saf. & Envir Comp.	3 hrs
SPCH	1100	Intro to Speech Comm	3 hrs
			18 hrs

Semester 2

ENGL	1108	Written English II, OR	
ENGL	1109	Tech Report Writing	3 hrs
MATH	1102	Applied Tech Math	3 hrs
SFTY	2205	Disaster Preparedness	3 hrs
AVMA	2206	Aviation Security	3 hrs
INTR	2250	Multidisciplinary Intern.	3 hrs
PHED	1100	Fitness & Wellness	3 hrs
			18 hrs

Semester 3

CRJU	2257	Risk Management	3 hrs
CHEM	1101	Gen Chemistry	4 hrs
EMMS	1112	EMS ERT: Basic Con	3 hrs
SFTY	2290	Intro Industrial Hyg.	3 hrs
Ethics		Any 3 hr Ethics class	3 hrs
			16 hrs

Semester 4

SFTY	2210	HazWOPER	3 hrs
CHEM	1102	General Chemistry	4 hrs
INFO	1100	Comp Concepts	3 hrs
SFTY	2260	Fire Prevention	3 hrs
EMMS	2224	BLS & HazMat Resp.	3 hrs
			16 hrs

Information Systems
(Associate of Applied Science)

The Associate Degree in Information Systems Technology provides students with a solid basis in computer and network design, implementation and troubleshooting. The degree has fundamental classes that teach problem-solving and skill sets that are essential to all types of businesses today. Throughout the course of study, students select Information Systems electives that are tailored toward their career objectives. The goal of the program is to provide students the knowledge and skills that they need to be productive members of the ever-growing and changing Information Technology workforce.

Information Systems **66 sem. hrs.**
Required courses **54 sem. hrs.**

ACCT	2201	Principles of Accounting I	3
BUSN	1102	Introduction to Business	3
	2210	Human Relations in Business	3
	2251	Corporate Communications	3
ENGL	1104	Written English	3
	1109	Technical Report Writing	3
FINC	2230	Financial Literacy	3
INFO	1100	Computer Concepts and Applications	3
	2200	Fundamentals of Information Systems	3
	2205	Information Technology-Hardware & Software	3
	2206	Advanced Hardware & Operating Systems	3
	2210	Applied Business Programming	3
	2242	Professional Internship and Portfolio Development	3
	2250	Network Fundamentals	3
MATH	1107	Fundamental Concepts of Math (or higher math)	3
MGMT	2214	Office Management	3
PSYC	1101	Introduction to Psychology	3
SPCH	1100	Speech Communications	3

Choose an additional 12 hours from the following:

INFO	2220	Spreadsheet Design	3
	2225	Fundamentals of Web Design	3
	2251	Router Theory and Technologies	3
	2252	Advanced Routing & Switching	3
	2253	Project Based Learning	3
	2255	Fundamentals of UNIX	3
OFAD	2230	Introduction to Word Processing	3
	2232	Word Processing Applications	3
	2233	Database Applications	3
	2250	Desktop Publishing	3
Elective (Advisor approval required)			3

Interpreter Training Program

(Tentative Fall 2005, Pending Approval))
(Associate Arts of Science Degree)

Students must make formal application to the program. Students must demonstrate sign proficiency, knowledge of the deaf culture and a general understanding of the interpreting profession during a "sign only" interview prior to admission to the program. A formal interview and evaluation system will be established which selects 15-18 students from the applicant pool for admission to the ITP every two years. Students must complete the One-Year Immersion ASL Certificate program or demonstrate skills required for this certificate. Interpreter Training Program will complete for a total of 64.

Interpreter Training Program 64 Semester Hrs.

Fall Semester – 1st year

ITTP	1125	American Sign Language – Level 5	3
	1131	Sign-to-Voice Interpreting 1	3
	1141	Voice-to-Sign Interpreting 1	3
	1151	Linguistics	3
EDUC	2220	Areas of Exceptionality in Special Ed.	3
Math or Information System Elective			3

Spring Semester – 1st year

ITTP	1126	American Sign Language – Level 6	3
	1132	Sign-to-Voice Interpreting 2	3
	1142	Voice-to-Sign Interpreting 2	3
	1152	Voice to Sign Transliteration	3
Social Science Elective			3 credits

Fall Semester – 2nd year

ITTP	2233	Sign-to-Voice Interpreting 3	3
	2243	Voice-to-Sign Interpreting 3	3
	2253	Pre-Internship	3
	2263	Legal & Ethical Aspects of Interpreting	4
General Elective			3 credits

Spring Semester - 2nd year

ITTP	2201	Deaf Studies	3
	2204	Internship	12

* All students must demonstrate a math competency. This competency can be demonstrated by a Math ACT of 19, SAT Quantative score of 460, COMPASS Math score of 36, or completion of Math 0095.

Laboratory Assistant

(One Year Certificate)

The Laboratory Assistant Program at Fairmont State Community & Technical College is a one-year certificate degree program designed to educate and prepare students for work in a laboratory under the supervision of a technologist, technician, analyst or scientist.

Students in the program receive didactic instruction and laboratory training in basic and advanced laboratory skills, technical report writing, general chemistry, basic anatomy and physiology, CPR (Basic Life Support) and safety procedures and computer concepts and applications.

Assistants are employed in a variety of settings, including hospitals, clinics, research facilities, industry, federal and state agencies.

Model I Schedule
(for students who need to complete mathematics, English or chemistry prerequisites)

Required courses 34 sem. hrs.

First Semester (Summer Session I & II)

English, Math and Chem		 Prerequisites variable	
EMMS	1109	CPR and Safety	1
INFO	1100	Computer Concepts & Applications	3
ALLH	1100	Medical Terminology	3
			7

Second Semester (Fall)

ENGL	1104	Written English I	3
MATH	1107	or higher	3
CHEM	1101	General Chemistry I	4
LABA	1106	Basic Lab Skills Theory	2
LABA	1107	Basic Lab Skills	1
			13

Third Semester (Spring)

ENGL	1109	Technical Report Writing	3
		OR	
ENGL	1108	Written English II	3
BIOL	1170	Anatomy and Physiology	4
LABA	2206	Advanced Lab Skills Theory	3
LABA	2207	Advnaced Lab Skills	1
PSYC	1101	Introduction to Psychology	3
			14

Model II Schedule
(for students who have met all mathematics, English and chemistry prerequisites)

First Semester (Fall)

ENGL	1104	Written English I	3
MATH	1107	or higher	3
LABA	1106	Basic Lab Skills Theory	2
LABA	1107	Basic Lab Skills	1
CHEM	1101	General Chemistry I	4
ALLH	1100	Medical Terminology	3
EMMS	1109	CPR and Safety	1
			17

Second Semester (Spring)

ENGL	1109	Technical Report Writing	3
		OR	
ENGL	1108	Written English II	3
BIOL	1170	Anatomy and Physiology	4
INFO	1100	Computer Concepts & Applications	3
LABA	2206	Advanced Lab Skills Theory	3
LABA	2207	Advnaced Lab Skills	1
PSYC	1101	Introduction to Psychology	3
			17

Liberal Studies

(Associate of Arts)

The Liberal Studies Associate of Arts degree is excellent for students who wish to complete a degree before planning a specific career objective. Some technical and professional occupations require applicants to have completed at least two years of college before entering their training programs. The Liberal Studies degree will give students that background.

This degree also benefits those students who are undecided about a major and those who wish to improve their general education or update their skills. The courses follow the Liberal Studies curriculum of the College.

The Associate of Arts degree in Liberal Studies is useful for students with the following goals:

- Entrance to a professional and technical occupation that requires applicants to complete at least two year of college work before it will accept them.
- Completion of a two-year degree before planning specific career objectives.
- Comtinuation or transfer into four-year degree programs.*
- Completion of a two-year degree when temporarily unable to

complete a four-year degree.
- Background in liberal arts that may facilitate career selection.
- Improvement of general education.
- Updating of skills and knowledge in the liberal arts.

* Students planning to transfer to four-year programs should consult the requirements of those programs to select the most appropriate courses in the Liberal Studies program.

Liberal Studies **64 sem. hrs.**

Model Schedule **64 hours**

Semester 1
First Year Experience: ENGL 1104 3
First Year Experience: MATH 1107 3
(or higher, excluding MATH 1111)
Artistic/Creative Expression: ART 1120, MUSIC 1120, Theatre 1120, INTR 1120 3
Society/Human Interactions: PSYC 1101; SOCI 1110, 1111; ECON 2200, 2201; GEOG 2210; POLI 1103, 2200, 2201, 2203 3
Electives 4
Total 16

Semester 2
First Year Experience: ENGL 1108 3
First Year Experience: INFO 1100 3
First Year Experience: SPCH 1100 3
Culture/Civilization Exploration: HIST 1107, 1108, 2211, 2212, 2213; PHIL 2200, 2250; FREN 2201, 2202 or SPAN 2201, 2202 3
Electives 4
Total 16

Semester 3
Culture/Civilization Exploration: ENGL 2220 and 2221 OR ENGL 2230 and 2231 3
Society/Human Interactions: PSYC 1101; SOCI 1110, 1111; ECON 2200, 2201; GEOG 2210; POLI 1103, 2200, 2201, 2203 3
Scientific Discovery: BIOL 1101, 1105; CHEM 1101, 1105; GEOL 1101; PHYS 1101, 1105; SCIE 1110; SCIE 1199* 4
Electives 6
Total 16

Semester 4
Culture/Civilization Exploration: ENGL 2220 and 2221 OR ENGL 2230 and 2231 3
In-depth Artistic/Creative Expression Course or Interdisciplinary/Advanced Studies** 3
Scientific Discovery: BIOL 1102, 1106; CHEM 1102, 1106; GEOL 1102, 1103; PHYS 1102, 1106; SCIE 1199* 4
Electives 6
Total 16

* Recommended for non-science majors
** Students choose three hours from the following:

In-depth Artistic/Creative Expression

APPD	1116	History of Contemporary Fashion 3
ARCH	1130	Architectural History I 3
	1160	Architectural History II 3
ART	2278	Art from Prehistoric to 1450 3
THEA	2260	Theatre History 3

Performance-based Courses

APPD	1102	Apparel Design 3
ART	1142	Drawing 3
	2241	Drawing from Life 3
	2261	Painting 3
	2283	Modeling and Sculpture 3
DANC	1100	Intro to Ballroom Dancing 2
GRAP	2225	Basic Photography 3
	2290	Electronic Art & Computer Imaging 3
MUSI	1105	Functional Piano 1-IV 1
	1139	Voice Class 1
	1167	Collegiate Singers 2
	1168	Marching Band 1
	1169	Concert Band 1
	1172	Orchestra 1
	2247	Stage Band 1
	2277	Chamber Choir 1
RECR	1146	Folk & Square Dancing 2
THEA	1148	Theatre Workship I 1
	2212	Theatrical Makeup 1
	2220	Oral Interpretation 3
	2230	Acting 3
	2238	Acting Workshop I 1
	2244	Intro to Theatrical Design 3
PHED	1100	Fitness & Wellness 2

Interdisciplinary/Advanced Studies

FOLK	2200	Introduction to Folklore 3
INTR	1100	Race, Class, and Gender 3
	2201	Introduction to Women's Studies 3
	2280	Empowering Leadership 3
	2281	Great Ideas of Leaders 3

Mechanical Engineering Technology
(Associate of Science)

(See Fairmont State University Catalog)

Medical Laboratory Technology
(Associate of Applied Science)

The two-year Medical Laboratory Technology (MLT) Program is nationally accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 Bryn Mawr Avenue, Suite 670, Chicago, IL 60631, 773-714-8880. The MLT Program provides learning experiences both on the Fairmont State campus and in a clinical setting. In addition to general studies requirements and a laboratory based general science curriculum, 46 credit hours are required in MLT clinical lecture and laboratory courses, integrated with a hospital or clinic based practicum experience to complete the degree. Students will attend one or more of the following clinical affiliates during the second year of MLT instruction: Davis Memorial Hospital in Elkins; Fairmont Clinic in Fairmont; Fairmont General Hospital in Fairmont; St. Joseph's Hospital in Buckhannon; Grafton City Hospital in Grafton; Preston County Memorial Hospital in Kingwood; Stonewall Jackson Memorial Hospital in Weston; Louis A. Johnson VA Medical Center; the United Hospital Center in Clarksburg; The Washington Hospital in Washington, PA and The Institute for Transfusion Medicine in Pittsburgh, PA. Students must be willing to drive to these sites or any other site that becomes an affiliate of the MLT program. To be considered for admission to the MLT program, the applicant must:

Meet the general admission requirements of Fairmont State College.

Have successfully completed courses in Biology, Chemistry and Algebra in high school or college.

Have a score of 19 or better in the Math portion of the ACT (or SAT equivalent) or a 36 or better in the COMPASS algebra test, or have successfully completed Math 0095.

Have a score of 18 or better in the English portion of the ACT

(or SAT equivalent) or a 71 or better in the COMPASS writing test, or have successfully completed ENGL 1107. (Students who have completed ENGL 1104 do not need to complete ENGL 0097.

Submit an application for admission designating associate degree medical laboratory technology as a major field of study, official ACT or SAT scores, GED or high school transcripts, and college transcripts to the Registrar's Office by January 31 to be considered for the following academic year. If space is available in the class, applications will be considered after the deadline.

An impartial scoring system is employed to rank the MLT applicants. ACT or SAT scores, high school or college GPA or GED scores, grades in chemistry, biology and algebra and college courses completed which are applicable to the MLT degree are considered in the evaluation process. Applicants who are not admitted to the program must reapply if they wish to be considered for acceptance the following academic year.

To remain in the MLT program, a student must obtain a "C" or above in every MLT class and maintain an overall GPA of 2.0, and a science GPA of 2.0. Failure to meet any of these requirements will result in dismissal from the program. Students who have been dismissed may reapply to the program and their credentials will be reevaluated. To graduate from the MLT program, a student must have a cumulative GPA of at least 2.0.

Graduates of the MLT program are eligible to take a national certification examination. However, graduation from the MLT program is not contingent upon passing any certification examination. When the exam is successfully completed the student will be granted national MLT or CLT status. Program graduates may work in hospitals, clinics, independent laboratories, physician's offices, public health agencies, pharmaceutical labs, and research laboratories. Graduates may also continue in higher education earning a Bachelor's and/or Master's degree in Medical Technology, Allied Health or a related field.

Medical Laboratory Technology 72-73 sem. hrs.
Model Schedule

		Semester I	
ENGL	1104	Written English I	3
MATH	1111	Intermediate Algebra	3
		OR	
	1112	College Algebra	3
CHEM	1101	General Chemistry	4
		OR	
	*1105	Chemical Principles	5
BIOL	1170	Anatomy & Physiology	4
MLAB	1101	Introduction to MLT	1
	1103	Clinical Serology	2
			17-18
		Semester II	
CHEM	1102	General Chemistry Principles	4
		OR	
	*1106	Chemical	4
MLAB	1104	Urinalysis and Body Fluids	2
	1105	Lab Math & Instrumentation	3
	1160	Clinical Microbiology I	4
	1180	Immunohematology	4
			17
		Summer I	
MLAB	2218	Hematology	4
		Summer II	
ENGL	1108	Written English II	3
		Semester III	
MLAB	2219	Clinical Microbiology II	4
MLAB	2220	Clinical Biochemistry	4
MLAB	2221	Clinical Practicum I	4
MLAB	2222	Clinical Practicum II	4
			16
		Semester IV	
PSYC	1101	Introduction to Psychology I	3
MLAB	2223	Clinical Practicum III	4
MLAB	2224	Clinical Practicum IV	4
MLAB	2225	Seminar	2
MLB	2226	Clinical Case Studies	2
			15

Nursing

(Associate of Science)

(See Fairmont State University Catalog)

Nursing Assistant Certificate

(See Fairmont State University Catalog)

Articulation for Licensed Practical Nurses

(See Fairmont State University Catalog)

Office Technology

(Skill Set)

This program is designed for the individual who wants a practical foundation in office technology. It prepares the student to handle a wide variety of office and administrative tasks, and emphasizes the most widely used software suites and applications.

Required: 9 hours

BUSN	2210	Human Relations in Business	3
BUSN	2251	Corporate Communications	3
INFO	1100	Computer Concepts & Applications	3

Choose three courses from the following: 9 hours

INFO	2220	Spreadsheet Design	3
INFO	2235	Microcomputer Applications in Business	3
OFAD	2230	Introduction to Word Processing	3
OFAD	2232	Word Processing Applications	3
OFAD	2233	Database Applications	3
OFAD	2250	Desktop Publishing	3
			Total 18 hours

Occupational Development

(Associate of Applied Science Degree)

Building and Construction Trades	64 sem. hrs.
Early Childhood Practitioner	64 sem. hrs.
Correctional Officer	68 sem. hrs.
Emergency Medical Services Specialist	72 sem. hrs.
Fire Fighter	65 sem. hrs.
Food Service Specialist	64 sem. hrs.

The Associate of Applied Science degree program in Occupational Development involves a formal partnership between Fairmont Community and Technical College, the U.S. Department

of Labor Bureau of Apprenticeship and Training, and labor unions. Apprentices who seek the A.A.S. in Occupational Development earn part of their college credits from designated classroom training and On-the-Job training that are required in their apprenticeship programs and other college credits through enrollment in courses at Fairmont Community and Technical College. These A.A.S. degrees require a total of 64-72 credits.

For additional information on the availability of Occupational Development Degrees and specific requirements, contact the Community and Technical College Office.

Para-Education

(Associate of Arts Degree)

This program is for paraprofessionals in the elementary and secondary classrooms. The intent of the curriculum is to provide a pathway from aide to teacher through a step process which begins with certificates and builds towards an associate and then towards a bachelor's degree.

Required courses 65 hours

ENGL	1104	Written English I	3
	1108	Written English II	3
EDUC	1105	Basic Skills for Instructional Support*	3
	2200	Introduction to Education	3
	2201	Instructional Technology	3
	2202	Human Growth & Development	3
	2206	Instructor Support Strategies*	3
	2207	Behavior support Strategies*	3
	2220	Areas of Exceptionality in Special Ed.	3

Fine Arts Appreciation: select one
ART, MUSI or THEA 1120 3

INFO	1100	Computer concepts & Applications	3
INTR	1100	Race Class & Gender	3

Literature Elective 3

MATH	1107	Fundamental Concepts PR: ACT 19 or MATH 0095	3
	1110	Math for Elementary Education PR: ACT 19/MATH 0095	3

Human/Social Interactions (1100 or 2200 Level) 6

Scientific Discovery courses from Liberal Studies electives 8

SFTY	2200	Accident Analysis & Emergency Care	
Or			
HLTA	1100	Personal Health	3
SPCH	1100	Intro to Speech Communication	3

*Does not transfer to BA Education-Early/Middle

Paraprofessional in Education

(One year Certificate)

This program is for paraprofessionals in the elementary or secondary classrooms or individuals serving as Teacher Aids IV. The curriculum is meant to provide a pathway from aide to teacher through a step process that begins with certificate coursework and continues through various levels that will build towards an associate and /or a bachelor degree.

Required courses 36 hours

EDUC	1105	Basic Skills for Instructional Support	3
	2200	Introduction to Education	3
	2202	Human Growth & Development	3
	2206	Instructor Support Strategies	3
	2207	Behavior Support Strategies	3
	2220	Areas of Exceptionality in Special Ed.	3
ENGL	1104	Written English	3
INTR	1100	Race, Class & Gender	3
INFO	1100	Computer Concepts & Applications	3
PSYC	1101	Introduction to Psychology	3
SFTY	2200	Accident Analysis & Emergency Care	3
SPCH	1100	Intro to Speech Communication	3

Total 36 hours

Physical Therapist Assistant

(Associate of Applied Science)

The Physical Therapist Assistant (PTA) is a licensed health care provider who works within a physical therapy setting under the supervision of a Physical Therapist. The PTA assists in the practice of physical therapy by performing delegated patient-related activities. These activities include performing selected treatment procedures, and observing, recording and reporting of patient responses. Career opportunities for PTAs can be found in hospitals, clinics, rehabilitation centers, nursing care facilities, offices of physical therapists in private practice, and in home health care.

Admission to the PTA program is competitive. A numerical score sheet is used to select 20 students for each class. Points are assigned for GPA, ACT scores, grades in algebra, biology, chemistry, physics and certain other college courses. The students with the highest scores are chosen. To be considered for admission, applicants must have at least a 2.0 grade point average, a score of 18 or higher on the English portion of the ACT, and grades of C or better in biology, chemistry, physics, and algebra taken in high school or college. Successful completion of English 0097 or 1104 substitutes for low ACT. A FSC&TC application, PTA program application, official high school and college transcripts, and official ACT or SAT scores must be submitted to the Director of Admissions by January 31 for the next entering class.

Students must have a "C" or better in every course that is part of the curriculum and at least a 75% test average in PTA courses to continue in the program. Following successful completion of the program, students are eligible to take the licensing examination.

Physical Therapist Assistant 70 sem. hrs.

Fall Semester - First Year

ALLH	1100	Medical Terminology	3
BIOL	1170	Anatomy and Physiology	4
ENGL	1104	Written English I	3
PSYC	1101	Introduction to Psychology I	3
PHTA	1100	Introduction to Physical Therapy	2
INFO	1100	Computer Concepts	3
			18

Spring Semester - First Year

ALLH	1102	Pathophysiology of Disease	3
ENGL	1108	Written English II	3
PHTA	1101	Patient and Professional Relationships	2
	1102	Introduction to Patient Care	3
	1103	Techniques I	3
PHTA	1105	Kinesiology	3
	1106	Clinical Ed. I	1
			18

Summer - First Term

PHTA	1104	Techniques II	2
	1108	Clinical Ed. II	2
			4

Fall Semester - Second Year

PHTA	2200	Physical Therapist Assist. Techniques III	4
	2201	Physical Therapist Assist. Techniques IV	4
	2202	Physical Therapist Assist. Techniques V	4
	2204	Clinical Ed. III	3
SPCH	1100	Intro. to Speech Communication	3
			18

Spring Semester - Second Year

PHTA	2205	Capstone Seminar	2
	2206	Clinical Education IV	5
	2207	Clinical Education V	5
			12

Safety Engineering Technology

(Associate of Science)

(See Fairmont State University Catalog)

Technical Studies

(Associate of Applied Science)

The Associate of Applied Science degree program in Technical Studies is designed for employees participating in approved education and training programs sponsored by business, industry, labor, or government to earn a two-year degree. Existing eligible education and training programs or custom designed programs determine a specific course of study for each program. Students who seek the Technical Studies degree earn part of their college credits from designated classroom training programs and On-the-Job training. Additional credits are earned through courses at Fairmont State Community and Technical College. The Technical Studies degree requires a total of 64-72 credits. For additional information on the availability of Technical Studies Degrees and specific requirements, contact the Community and Technical College Office.

Highway Technician **72 sem. hrs.**
Water and Wastewater Treatment **71 sem. hrs.**
Wood Production Technology **64 sem. hrs.**
Automotive Technology **64 sem. hrs.**
Radiologic Technology **64 sem. hrs.**

Radiologic Technology

(Associate of Applied Science Technical Studies)

Fairmont State Community and Technical College has a partnership with United Hospital Center or West Virginia University Hospitals for radiologic technology

Applicants for AAS in Technical Studies in Radiologic Technology will apply to Fairmont State Community and Technical College. Students will select the hospital program for which they are applying and applications will be forwarded to the specific hospital for evaluation. All supporting materials shall be sent to FSC & TC and made available to the hospital based faculty to assist in their admission deliberations. Students must apply and be accepted into the hospital program of their choosing. .

Students should contact either, West Virginia University Hospitals, www.wvuhradtech.com or United Hospital Center, www.uhcwv.org

Veterinary Technology (VETT)

(Associate of Applied Science)

The Veterinary Technology Program prepares individuals for careers as Registered Veterinary Technicians (R.V.T.) in the very dynamic field of veterinary medicine. This is not a pre-veterinary medicine course of study. As assistants to veterinarians, V.T.s are involved in all aspects of animal health, disease, and welfare. Most graduates are employed in private veterinary practices.

The most financially rewarding positions for R.V.T.s are in some aspects of Laboratory Animal Medicine. Very productive careers are also available in diagnostic laboratories, pharmaceutical sales, biomedical research, theriogenology, herd health management, and government agencies.

Admission to the Veterinary Technology program is competitive. Applications should be received by the Office of Admissions by March 1st. Applicants to the program must have a minimum GPA of 2.0, a score of 18 or higher on the English section of the ACT (or, SAT equivalent) or successful completion of ENGL 0097 or ENGL 1104, a score of 19 or better on the Math section of the ACT (or SAT equivalent) or successful completion of MATH 0095, and successful completion of high school chemistry and algebra. Experience in a veterinary hospital is highly desirable.

To continue in the V.T. Program, the student must meet the following standards:

a. Pass all courses required for the A.A.S. Degree.
b. In order to begin the preceptorship phase the student must have an overall grade point average (G.P.A.) of 2.0 plus complete the following clinic related courses with a "C" or above: VETT 1113, VETT 1114, VETT 1116, VETT 1122, VETT 1125, VETT 1130, VETT 2210, BIOL 1170 and 2205.
c. To remain in the program continue to maintain the 2.0 G.P.A. overall and no less than a "C" grade in all VETT courses.

Readmission to the program will be determined on an individual basis. This will be decided by the Admissions Committee on the basis of the qualifications of the student and on a space available standard. Students in good standing who withdraw from the program for unpredictable or uncontrollable reasons will be given priority consideration if they reapply.

Recommended Curriculum Schedule **77 sem. hrs.**

Fall Semester - First Year

ENGL	1104	Written English I	3
ALLH	1100	Medical Terminology	3
VETT	1113	Introduction to Veterinary Technology	3
VETT	1114	Breeds and Breeding	2
VETT	1130	Animal Parasitology	3
BIOL	1170	Anatomy & Physiology	4
			18

Spring Semester - First Year

BIOL	2205	Technical Microbiology	4
INFO	1100	Computer Concepts & Applications	3
VETT	1116	Clinical Procedures	5
VETT	1122	Veterinary Pharmacology	3
VETT	2210	Laboratory Animal Techniques I	3
			18

Summer (Both Terms)

ENGL	1108	Written English II	3
VETT	2271	Preceptorship I	4
			7

Fall Semester - Second Year

CHEM	1101	General Chemistry	4
VETT	2212	Health Management of Farm Animals	4
VETT	2217	Clinical Laboratory Procedures	4
VETT	2222	Diseases of Domestic Animals	4
		General Studies Elective	3
			19

Summer (Both Terms)

VETT	1108	Seminar	3
VETT	2271	Preceptorship II	12
			15

Courses of Instruction

Academic Development Center

ENGL 0092. Basic Reading and Study Skills

English 0092 is recommended for students scoring below a 17 on the Reading portion of the ACT and 75 on the COMPASS test. Basic Reading and Study Skills is strongly recommended for students who have difficulty reading college-level texts, taking notes, and/or preparing for tests. This course not only emphasizes basic reading techniques (such as vocabulary and comprehension enhancement) but also focuses on the specific academic reading and study skills necessary to succeed in college-level courses. This course offers individualized and group instruction for college-level reading tasks, including word recognition, vocabulary and comprehension skills, and in study skills, including time management, textbook comprehension, notetaking, and test preparation. Incoming basic literacy is assumed. Credit hours will not apply toward hours required for graduation. Students who wish to improve their academic reading and study habits are encouraged to enroll.

ENGL 0097. Composition Skills

English 0097 is required of all ALL students scoring below an 18 on the English portion of the ACT, below 450 on the SAT (Recentered) verbal section, or below 71 on the writing portion of the COMPASS test. This computer-enhanced course focuses on improving skills in written composition to help students develop the skills necessary to earn a "C" or better in English 1104. The course emphasizes the generation of a series of multi-paragraph essays. According to state college system mandates, to earn a Credit in the class and move on to college-level writing, students must be able to write an essay that demonstrates the following characteristics:

- a central idea or thesis;
- an introduction/body/conclusion;
- paragraphs with topic sentences and supporting details;
- complete, grammatical sentences with some variety in syntax;
- appropriate word choice;
- clear flow of ideas from one part to another;
- proficient use of standard English punctuation and spelling.

MATH 0093 General Math three hours

The following topics will receive attention in this course: basic operations (adding, subtracting, multiplying, dividing) on whole numbers, fractions, decimals, and percent; operations on integers; interpreting basic statistical information; implementing critical thinking skills to solve problems; and applying mathematics to solving word problems and to daily living. Students with a COMPASS score below 18 will need to enroll in Math 0093 before enrolling in Math 0094. This course offers institutional credit only. Credit hours will not apply toward hours required for graduation. This course must be completed in the first 32 hours of work in a student's program of study.

Math 0094 Pre-Algebra three hours

The following topics will receive attention in this course: operations on positive and negative real numbers; order of operations; solving elementary equations and their applications; operations on polynomial and exponential expressions. Prerequisite: Math 0093 or a COMPASS score of 19. Placement in Math 0094 is determined by the student's ACT math score, or SAT math score, and/or COMPASS math score. This course offers institutional credit only. Credit hours will not apply toward hours required for graduation. This course must be completed in the first 32 hours of work in a student's program of study.

MATH 0095 Introductory Algebra three hours

The following topics will receive attention in this course: order of operations; operations on exponential, polynomial, and rational expressions; solving linear, simultaneous, and quadratic equations in the set of real numbers and their applications; graphing equations and forms of equations of a line; operations on roots and radicals. Prerequisite: Math 0094 or high school algebra. **Students enrolling in this course should be able to manipulate fractions and positive and negative integers and to solve elementary equations.** Placement in Math 0095 is determined by the student's ACT math score, or SAT math score, and/or COMPASS math score of 26. This course offers institutional credit only. Credit hours will not apply toward hours required for graduation. This course must be completed in the first 32 hours of work in a student's program of study.

Accel Sk 1110. Online Tutorial Practicum One Hour

This course is designed to equip tutors with the necessary skills to effectively communicate with students in an individual and group setting. The course entails an orientation to tutorial procedures and assignments that emphasize specific skills such as tutoring special populations, tutoring study skills, and recognizing diverse response styles. The course is a requirement for all tutors; instructor permission is required for registration.

Accounting
(School of Business, Aviation, and Technology)

ACCT1100. Fundamentals of Accounting three hours

This course provides a brief but comprehensive introduction to accounting. It gives students a basic understanding of accounting principles and procedures used for recording, classifying, and summarizing financial data. Students also learn accounting terminology and are introduced to the financial forms, record, and statements used in the business world.

ACCT 2201. Principles of Accounting I three hours

Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for proprietorship.

ACCT 2202. Principles of Accounting II three hours

The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: ACCT 2201.

ACCT 2215. Managerial Accounting three hours

The managerial accounting course is designed to acquaint students with the use of accounting information for the purpose of managerial control and decision making. Concepts of cost, profit, and budgeting will be discussed and aspects of performance measurement and evaluation will also be covered. PR: ACCT 2202.

ACCT 2216. Income Tax Procedures three hours

An introduction to the concepts of income taxation and the applications of these concepts through problem solving with the use of tax forms. PR: ACCT 2202. May be used as an elective by Accounting Majors.

ACCT 2217. Concepts of Computerized Accounting three hours

Three hours lecture/lab time per week. This course is designed to reinforce topics presented in Principles of Accounting and to introduce the student to computerized accounting methods. Through hands-on computer work, the student will become familiar with accounting software and have the opportunity to work in greater depth with Principles of Accounting topics. PR: ACCT 2202.

ACCT 2242. Professional Internship and Portfolio Development three hours

The purpose of this course is to allow students to bring buisness topics into focus by using all their collected business knowledge. This will be accomplished through completion of a portfolio that will demonstrate to prospective employers the student's career preparation. The student will also be required to complete a professional internship in the work place. The importance of career and goal planning will be emphasized. A total of 140 hours of supervised work will be required.

ACCT 2290. Specialized Accounting Topics Course Description three hours

A survey of the theoretical and practical aspects of financial accounting. Valuation, analysis, and formal presentation of accounting data of the profit-directed entity will be the focus. PR: ACCT 2202.

Allied Health
(School of Health and Human Services)

ALLH 1100. Medical Terminology three hours

This course is a study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, and their combining forms. Anatomy and physiology terms as they relate to the root words, combining forms, prefixes, and suffixes are stressed. Terminology and medical abbreviations relating to several allied health occupations acquaints students with an overview of the medical language. This course is offered as an on-line course as well as the traditional classroom.

ALLH 1102. Pathophysiology of Disease three hours

Study of the disease process, terminology and association with the body structure.

ALLH 1106. Introduction to Pharmacology three hours

This course is designed to introduce the student to basic concepts of classification, action and implications related to the administration of medications. This course is required for nursing students. PR: Biology 1170 or Licensed as a Practical Nurse. Spring Semester.

ALLH 1199. Special Topics in Allied Health one-twelve hours

Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

Applied Design
(School of Health & Human Services)

Fashion Design and Interior Design

APPD 1101. Principles of Clothing Construction three hours

The student will study the application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual. The student will use various fabrics during the development of construction techniques. The student will study the use and care of equipment and the techniques in pattern alterations.

APPD 1102. Apparel Design three hours

This course explores the fashion design industry from creation of the designer collection through retail merchandising. The students will create their own collection and develop a merchandising plan. Apparel design software will be used, in addition to traditional design and rendering techniques.

APPD 1103. Clothing and Culture three hours

This course is a cross-cultural study of clothing for the individual, family, and special needs groups, including fashion trends, fashion terminology, clothing and behavior, color and computer aided body analysis, professional dress and management, and socio-psychological aspects of clothing.

APPD 1115. Introduction to the Fashion Industry three hours

An overview of the fashion industry, past and present, with emphasis on career opportunities, the impact of fashion on world economy, and the fashion marketing system from manufacturer to consumer.

APPD 1116. History of Contemporary Fashion three hours

The study of historical costume from ancient times through modem costume will be covered to understand the impact of historical costume on contemporary design. Students will participate in restoration and display of period garments from the Masquers Historical Costume Collection.

APPD 1140. Introduction to Interior Design three hours

This course will include historical overview covering architectural and furniture periods, materials and components of Interior Design, and the design process through an introduction to drafting tools and techniques.

APPD 1151. Design Concepts three hours

This course will explore the principles and elements of design and will allow students to apply their knowledge in a series of projects, both two and three dimensional with a variety of materials and media. Focus will be on how the basic principles apply to Fashion and Interior Design.

APPD 1199. Special Topics in Applied Design one-four hours

This course will provide an opportunity for students to further their study of principles and concepts in Fashion or Interior Design and to apply their knowledge in a variety of applications both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student. May be repeated up to 4 hours credit. PR: Consent of instructor.

APPD 2202. Advanced Apparel Design four hrs
This course further develops student design abilities through the creation of an original collection. The role of the designer from fashion concept through merchandised products will be studied with emphasis on design principles and elements, silhouette, style, and fabrication in a variety of apparel categories. Computer based design will be included. Emphasis is on developing an original collection and portfolio development. PR: APPD 1102

APPD 2210. Textiles three hours
The study of textile fibers from origin to end use will be covered. Consideration will be given to properties of textile fibers in relationship to performance and use, textile selection, maintenance for apparel and home furnishings, and textiles in the world economy.

APPD 2217. Visual Merchandising three hours
Visual merchandising for retail stores will be covered in this course. Both window and interior display will be included. Students will plan a store layout to include visual display areas. The student will plan and execute creative displays, applying principles of merchandise selection, development of a theme, props and layout, lighting, and targeting the customer, at in-house and/or off campus sites. APPD 1115.

APPD 2240. Residential Design four hours
Coordination of interior design components allows the students to develop and apply complete room plans and decorating schemes for various residential and commercial applications. Color, lighting, space needs and materials are covered. PR: APPD 1140.

APPD 2250. Design in Home Furnishings three hours
The principles and elements of design are explored through home furnishings and accessories. The course will include a study of interior textiles, furnishings, window treatments , and the appropriate selection of enrichment accessories. Computer aided design will be included.

APPD 2260. Contract Design four hrs
This course covers the design of various non-residential and public spaces with an emphasis on space planning, presentation skills, professional practices, interior systems, furnishings, and equipment. Students explore space as it relates to functional and aesthetic requirements including commercial code and access issues. Emphasis is on portfolio development. PR: APPD 1140

APPD 2275. Applied Design Practicum four hours
Students will be placed in various businesses in the interior or fashion field to provide on-site training and experience. Preparation of an electronic portfolio and resume will be included. PR: APPD 1115 or APPD 1140.

APPD 2295. Guided Design Seminar four hours
A seminar for Interior Design or Fashion Design students that will require students to select a project, research the problem, and make a final juried presentation. PR: APPD 2217 or ADDP 2240.

Art
(School of Fine Arts)

ART 1111. Art Fundamentals three hours
An introductory course to the elements/principles of design and the creative design process while exploring various media and techniques in two and three dimensional art forms.
ARCHITECTURE MAJORS ONLY!

ART 1120. Art Appreciation three hours
This introductory course is a study of the art of the Western world. It explores the emergence of new forms and salient factors contributing to changes in art from prehistoric Europe to the contemporary West. The works of art are presented within their historical contexts.

ART 1140. Art Structure and Applied Design three hours
Introductory course in the principles and elements of design applicable to various media and techniques used in studio problems.

ART 1141. Art Structure and Applied Design three hours
Further study of the principles and elements of design, techniques and media with emphasis on the individual's creative development.

ART 1142. Drawing three hours
The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester only.

ART 1199. Special Topics in Art one-twelve hours
Studies in selected areas of specialization to be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree or certificate programs. Three hours maximum credit per semester. PR: Instructors consent.

ART 2241. Drawing from Life three hours
Drawing from the posed model accompanied by analytical studies of anatomy. PR: 142. Spring semester.

Aviation
(School of Business, Aviation & Technology)

AVMT 1101. Introduction to Aviation Maintenance three hours
A study of the fundamentals of Aviation Maintenance. Topics include: aircraft familiarization, nomenclature, materials, hardware used on aircraft, theory of flight, and basic physics. Meets FAR 147 requirements.

AVMT 1102. Aircraft Basic Science three hours
A study of federal aviation regulations, maintenance publications, weight and balance, technical drawings, charts and graphs. Meets FAR 147 requirements.

AVMT 1103. Aviation Shop Practices three hours
A study of the use of basic hand tools and power equipment, shop safety, aircraft fluid lines and fittings, aircraft cleaning and corrosion control. The use and care of precision measuring equipment and the use and interpretation of various non-destructive inspection methods. Meets FAR 147 requirements.

AVMT 1105. Aircraft Utility Systems three hours
This course covers the areas of airframe ice and rain control systems, fire protection systems, (airframe and engine), and fuel systems (airframe and engine). Also included are transport aircraft systems including doors, lavatory systems, galley systems, passenger service units, windows, emergency equipment, and cargo loading systems. Meets FAR 147 requirements.

AVMT 1106. Aircraft Information System three hours

This is a study of the communication, navigation, and instrument systems of the aircraft and engine. PR: AVMT 1101, 1102, 1103, AVMT 1109, or permission from the instructor. Meets FAR 147 requirements.

AVMT 1109. Aircraft Electronics three hours

This course examines the fundamental principles of electronics as applied to aircraft electrical systems. Specific topics covered include AC/DC, series-parallel circuits, circuit analysis theorems, transistors, digital theory and devices. Meets FAR 147 requirements. Co-Requisite: Math 101.

AVMT 2201. Reciprocating Engines and System three hours

This course is a study of the theory of operation of reciprocating engines and their systems. The course emphasizes the principles of operation, nomenclature, construction, and system design. PR: AVMT 1101, 1102, 1103, or permission from the instructor. Meets FAR 147 requirements. Co-Requisite: MATH 1101.

AVMT 2202. Aircraft Sheet Metal Structures three hours

This course covers all aspects of sheet metal structures and aircraft welding. A strong emphasis is placed on the hands-on skills. PR: AVMT 1101, 1102, 1103, or permission from the instructor. Meets FAR 147 requirements. Co-Requisite: MATH 1101.

AVMT 2203. Reciprocating Engine Maintenance and Return to Service five hours

This course emphasizes the hands-on maintenance and overhaul of piston engines. Topics include engine removal, replacement, troubleshooting, inspection, engine maintenance and overhaul, system component repair, inspection, and troubleshooting. PR: AVMT 1101, 1102, 1103, 2201, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2204. Propeller Systems three hours

A detailed study of propellers, their components, operation and maintenance. PR: AVMT 1101, 1102, 1103, 2201 or permission from the instructor. Must be taken concurrently with AVMT 2203. Meets FAR 147 requirements.

AVMT 2205. Turbine Engines and Systems three hours

A study of the theory of operation of turbine engines and their systems. This course emphasizes the principles of operation, nomenclature, construction and system design. PR: AVMT 1101, 1102, 1103, MATH 1101 or permission from the instructor. Meets FAR 147 requirements.

AVMT 2206. Aircraft Fluid Power and Landing Gear Systems three hours

A detailed study of aircraft hydraulic, pneumatic and landing gear systems. This includes the study of airliner systems. PR: AVMT 1101, 1102, 1103, AVMT 1109, MATH 1101 or permission from the instructor. Meets FAR 147 requirements.

AVMT 2207. Turbine Engine Maintenance and Inspection three hours

This course emphasizes the hands-on maintenance, overhaul, repair, troubleshooting, and inspection of turbine engines and their systems. PR: AVMT 1101, 1102, 1103, 2205, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2208. Cabin Atmosphere Control Systems three hours

This course is a detailed study of aircraft heating, oxygen, air conditioning, and pressurization systems. Large airliner systems will be covered. PR: AVMT 1101, 1102, 1103, AVMT 1109, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2209. Aircraft Flight Control Systems three hours

A detailed study of aircraft control surfaces to include operation, assembly and rigging. Airframe inspection procedures is also covered. PR: AVMT 1101, 1102, 1103, AVMT 1109, 1105, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2210. Non Metallic Structures three hours

A study of wood, fabric, composite and plastic aircraft structures; also covered is the finishing of these structures. PR: AVMT 1101, 1102, 1103, or permission from the instructor. Meets FAR 147 requirements.

Aviation Administration
(School of Business, Aviation & Technology)

AVMA 1100. Aircraft Flight Theory three hours

A study of the subject areas and information needed to operate as a private pilot in the aviation environment.

AVMA 1101. Private Pilot Technology three hours

The course is designed to provide successful Private Pilot candidates with the basic skills and knowledge necessary for certification as a Private Pilot under Part 141, Appendix B, of the Federal Air Regulations. The course will consist of approximately 50 contact hours of classroom based ground school instruction and a minimum of 35 hours of logged flight training (total flight hours may vary depending on individual student ability). Students are expected to immediately take the Private Pilot Knowledge Test upon completion of their Private Pilot Ground School component. Students will be signed-off to take the Private Pilot Practical Flight Exam, as required by FAA certification, upon successful completion of all flight requirements.

AVMA 1102. Introduction to Air Traffic Control three hours

This course provides a description of basic air traffic control procedures and phraseology used by personnel providing air traffic control services. Topics include the history of air traffic control, definitions, basic phraseology, airspace utilization, and air navigation and Federal Aviation Administration rules governing air traffic control.

AVMA 1109 Air Rescue Fire Fighting three hours

This course is designed to provide the beginning student with a basic understanding of the principles and methodology of Air Rescue and Fire Fighting in aircraft incidents both on and off the airfield. It reviews the physics of fire and the different types of fires that are extinguished during the first responders handling of different aircraft emergencies. The student will be able to identify the different types of fire fighting retardants and the correct application of each. The student will be trained in the correct procedures for approaching aircraft in emergency situations, gaining access to crashed aircraft, the safe extraction of survivors, and basic triage procedures. The students will also be able to explain how to secure a crash site and the damaged aircraft. They will also have an understanding of the handling of hazardous materials at the scene of an incident. PR: Major in Homeland Security.

AVMA 1199. Special Topics one-twelve hours

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

AVMA 2201. Instrument Pilot Technology three hours

The course is designed to provide successful Instrument Pilot candidates with the basic skills and knowledge necessary for certification as Instrument rated Private Pilot in accordance with the minimum requirements as set forth in Part 141, Appendix B, of the Federal Air Regulations. The course will consist of approximately 30 contact hours of classroom based instrument ground school instruction and a minimum of 35 hours of logged instrument flight training (total flight hours may vary depending on individual student ability). A portion of the instrument flight training may be conducted on a Personal Computer-Based Aviation Training Device (PCATD); up to 10 hours toward flight requirements and 5 hours toward ground school requirements. Students will be expected to immediately take the FAA approved Instrument Pilot Airman Knowledge Test upon completion of their Instrument Ground School component. Students will be signed-off to take the Instrument Pilot Practical Flight Exam required for FAA certification upon successful completion of all flight requirements. PR: Private Pilot certification.

AVMA 2206 Aviation Security three hours

This course is designed to provide the beginning student with a basic understanding of the history of aircraft security in the aviation industry .The changing nature of aviation security over the years and how it has impacted society will be discussed. It will discuss and analyze the different methodologies of aviation security both in domestic and foreign methodologies. The course will also examine the industries responses to the changes in aircraft security in both general, corporate, and transport aviation. It will also address the needs of aviation personnel for security both in the air and on the ground. PR: Major in Homeland Security.

AVMA 2210. Aviation Meteorology three hours

A survey of the basic concepts and processes of atmospheric phenomena and their relation to aeronautical conditions.

AVMA 2211. Airport Management three hours

This course presents a study of airfield operations, and management with a focus on the role of the airport manager, the role of the airport in the community, budgeting, marketing and tenant relationships.

AVMA 2213. Airport Planning and Development three hours

The principles of airport system planning and airport master planning will be studied. Airport design standards, historical evolution of airports, key airport legislation and environmental impact planning for airports are key course topics.

AVMA 2214. Air Traffic Control Procedures three hours

This course is designed to prepare the student to successfully complete the FAA Air Traffic Controller screening exams. Topics covered include: Tower procedures, aircraft separation, departures/arrivals, special procedures.

AVMA 2225 Airline Transport Security three hours

This course is designed to provide the beginning student with a basic understanding of the airline transport security system currently in use at major airports around the world. The student will be trained in security considerations at both the airport terminal and in the air. The student will be familiar security requirements as set by the Transportation Security Administration.

The student will demonstrate knowledge of security responsibilities of screeners and other security personnel, submission to screening and inspection, procedures security and handling of interference with screening personnel, carriage of weapons, explosives, and incendiaries by individuals. The student will demonstrate knowledge of security of a secured area, security of the air operations area, security of the security identification display area, access control systems, and Law enforcement support. The student will be trained in procedures currently in place to provide in-flight safety of the crew and airline passengers. PR: Major in Homeland Security.

AVMA 2299. Special Topics one-twelve hours

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

Avionics
(School of Business, Aviation & Technology)

AVIO 1102. Principles of Radio Transmitters and Receivers three hours

This course examines the fundamental principles of radio communications. Specific topics include RF generation, amplification, filtering, frequency conversion, types of modulation, propagation characteristics of RF waves, bandwidth considerations, and other topics related to the transmission, reception, and processing of RF signals. PR: ELEC 1100.

AVIO 1110. Aircraft Power Generation and Distribution Systems three hours

This course examines DC and AC power generation systems, generator paralleling, voltage regulation, power distribution and circuit protection devices, and DC and AC machines used in aircraft systems. Emphasis is on developing an understanding of the systems adequate to test, inspect, troubleshoot, and repair at the system and component levels. PR: ELEC 1100.

AVIO 2200. Electronic Flight Management Systems three hours

This course introduces the student to the principles of operation of various Flight Management Systems including: auto-pilot, automatic test equipment (BITE), EICAS, and on-board flight management computers. PR: AVIO 1110, ELEC 1100.

AVIO 2202. Instrument Landing Systems three hours

This course introduces the student to the theory of operation, troubleshooting and operational checks of instrument landing systems. PR: AVIO 1102.

AVIO 2204. Aircraft Navigation Systems three hours

This course focuses on flight navigation equipment used in modern aircraft. The course will introduce the student to the operating principles, components and troubleshooting procedures for navigation systems. PR: AVIO 1102.

AVIO 2206. Aircraft Communication Systems three hours

This course introduces the student to the theory of operation and "Black Box" level maintenance of airborne communications equipment including VHF/HF radios, antennas, interphones, P.A. systems and passenger entertainment systems. PR: AVIO 1102.

AVIO 2208. Avionics Maintenance Practices two hours

This course introduces the Avionics student to the fundamentals of aircraft maintenance with the emphasis on developing manipulative skills.

AVIO 2209. Aircraft Pulse and Radar Systems three hours

This course examines aircraft pulsed microwave systems including weather radar, distance measuring equipment (DME), and ATC transponder systems. PR: AVIO 1102.

AVIO 2210. FCC License Preparation two hours

This course prepares the student to successfully complete the Federal Communication Commission's General Radio-Telephone License. PR: AVIO 1102.

Biology
(School of Academic Studies)

BIOL 1170. Anatomy and Physiology four hours

Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the process leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, nervous, reproductive, and endocrine systems as well as their interactions. Three hours lecture and one two-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs who will not take the lab.

BIOL 1199. Special Topics Varied hours

BIOL 2205. Technical Microbiology four hours

Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and invasiveness of microbes; modes of disease transmission; resistance and immunity; and techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three hours of lecture and one two-hour lab per week. BIOL 2224 will not substitute for BIOL 2205 or vice versa.

Business Technology
(School of Business, Aviation and Technology)

BUSN 1102. Introduction to Business three hours

This entry-level course helps the student when choosing a major. The course is a survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field.

BUSN 1141. Business Mathematics three hours

This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course content is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. (This course does not meet the Liberal Studies math requirement. Juniors and seniors in any four-year Business major are not permitted to take this class unless it is specifically required in the major.)

BUSN 1199. Special Topics in Business one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

BUSN 2205. Small Business Fundamentals three hours

An introductory course designed to familiarize students with small business dynamics. Students analyze personal strengths and weaknesses relative to launching an entrepreneurial career. Attention is given to planning, financing, starting, and managing a new business.

BUSN 2210. Human Relations in Business three hours

The goal of this course is to teach skills and procedures and to raise students' awareness level for the many issues involving relationships on the job. Students will be exposed to the most significant human relations issues in today's workplace and will explore the relationship between effective human relations skills and ongoing career success. PR: BUSN 1102.

BUSN 2251. Corporate Communications three hours

This course focuses on writing effective business correspondence including letters, memos, and e-mail messages. Interpersonal communications in the workplace are also addressed. This course also deals with the preparation and presentation of professional reports. The various forms of communication necessary for job hunting, including resumes and application letter, are also integrated into the course. PR: ENGL 1104.

Chemistry
(School of Science and Mathematics)

CHEM 1101. General Chemistry four hours

This course is a study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. Three lectures and one three-hour laboratory per week. PR: One year of high school algebra and a ACT Math score of 19 or MATH 0095.

CHEM 1102. General Chemistry four hours

This course is an extension of Chemistry 1101. It covers acid-base theory, chemical equilibrium, oxidation-reduction, and an introduction to organic chemistry which includes the various classes of organic compounds, their nomenclature, structure, properties and reactions. The synthesis of polymers and their uses are included. The course consists of three hours lecture and one three-hour laboratory per week. PR: CHEM 1101.

CHEM 1105. Chemical Principles five hours

This course and the following one, Chemistry 1106, constitute a study of inorganic and elementary physical chemistry based on the topics stoichiometry, atomic and molecular structure, periodic properties, phase relations, solution chemistry, chemical equilibrium, kinetics, electrochemistry, and nuclear chemistry. Four lectures and one three-hour laboratory per week. PR: One year of high school algebra and an ACT Math score of 20 or CHEM 1101 with a grade of "C" or better.

CHEM 1106. Chemical Principles five hours

Three lectures will complete the coverage of the material listed above for CHEM 1105. Four lectures and one three-hour laboratory per week. PR: CHEM 1105.

Civil

(See Fairmont State University Catalog)

Computer Science
(School of Science and Mathematics)

COMP 1100. Concepts of Computing three hours

This course provides an overview of use and capability of computer hardware and software. Computer terminology and an understanding of similarities and capabilities of application software are emphasized. Developing skill in using specific applications is not the primary emphasis of the course. Included is (1) a discussion of the components of a current computer system and how they interact, (2) an introduction to a small variety of application software with emphasis on similarities of the applications, (3) data transfer between applications, copying files, downloading and uploading, (4) troubleshooting techniques for hardware and software problems, and (5) a discussion of computer programming. Classes will meet in a computer lab several times during the course as software is introduced. Assignments will include projects requiring use of the applications and a project involving the writing of an elementary program.

COMP 1101. Applied Technical Programming three hours

This course will provide an introduction to the BASIC programming language as well as familiarity with microcomputer hardware and operating system commands. Several short programming projects will be assigned. The emphasis of the projects will be technological applications. This course may not be substituted for either COMP 1100 or COMP 1102. PR: MATH 1101.

Criminal Justice
(School of Health & Human Services)

CRJU 1100. Introduction to Criminal Justice three hours

This course introduces the student to the three principal components of the criminal justice system: law enforcement, judiciary, and corrections. It will examine the history, structure, functions, and issues of each component, and introduce the student to the measurement of crime, criminological theories, criminal law, justice perspectives, and the juvenile justice system.

CRJU 1101. Police Operations three hours

The student will be introduced to the day-to day duties of a police officer. Emphasis will be placed on community and human relations, patrol and traffic functions, order maintenance, report writing, investigations, communications, interviewing, search and seizure, and arrest. Police stress and survival skills will also be discussed.

CRJU 1199. Special Topics in Criminal Justice one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. PR: CRJU 1100.

CRJU 2202. Principles of Criminal Law I three hours

Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

CRJU 2203. Computer Crime: Legal Issues and Investigation Procedures three hours

This course provides an overview of computer crime and procedures forensic computing specialists, law enforcement investigators and prosecutors must invoke to successfully prosecute computer criminals. PR: Consent of Instructor.

CRJU 2204. Police Defense Tactics one hour

The student will be exposed to the methods of physical protection, including the techniques of baton use, disarmament, and defense techniques.

CRJU 2205. Natural Resources Laws three hours

A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement. PR: CRJU 1100.

CRJU 2206. Introduction to Correctionsthree hours

A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individuals well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

CRJU 2209. Firearms three hours

This course addresses safety precautions, legal provisions, moral aspects, principles of decision shooting, and restrictions in the use of firearms. Nomenclature and the firing process of the sidearm and shotgun will be demonstrated. PR: CRJU 1100.

CRJU 2212. Abnormal Behavior and Crisis Intervention three hours

A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed. PR: CRJU 1100.

CRJU 2215. Introduction to Private Security three hours

Students will be introduced to the private security industry. The course will analyze the evolution, philosophy, responsibilities, and functions of private security. It will include risk management, occupational safety and health, public relations, and loss prevention measures. The student will examine similarities and differences between private security and public policing. PR: CRJU 1100

CRJU 2218. Police Administration three hours

This course is a survey of public police administration and includes political influences and controls, principles of leadership, interpersonal and organizational communication, human resource management, labor relations, information systems and applications, planning and decision making, financial management, measurement of productivity, and organizational change. PR: CRJU 1101.

CRJU 2220. Juvenile Justice Process three hours

Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles - philosophy and practice; treatment procedures. PR: CRJU 1100.

CRJU 2236. Criminal Investigation three hours

This course will survey the fundamental techniques of criminal investigation. Students will be exposed to the history of criminal investigation and criminalistic, interviewing and interrogation,

physical evidence, crime scene procedures, crime analysis, investigation techniques, report writing and case preparation, and courtroom testimony. PR: CRJU 1100.

CRJU 2240. Adjudication Process three hours
Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees. PR: CRJU 1100.

CRJU 2246. Criminal Evidence three hours
Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus upon the case study approach. PR: CRJU 1100.

CRJU 2255. Law of Corrections three hours
This course is designed to introduce the student to the concepts of law related to the rights of the accused and convicted in the corrections environment, both pre-conviction and post-conviction, including the constitutional rights of pretrial detainees and prisoners; remedies available for the violation of such rights; potential liability (civil and criminal) of corrections officials for violation of such rights and some practical applications of such principles. The course will utilize the case study method in combination with lectures and readings to achieve the stated goals. PR: CRJU 2206.

CRJU 2256. Homicide Investigation three hours
This course will examine all aspects of performing a thorough and methodical death investigation. The course will address the initial arrival, securing the scene, forensic evidence, follow-up, causes and motives. Suicides, accidental deaths, natural causes, homicide, serial and mass murder will also be examined. The importance of latent prints, blood spatters, rigor mortis, livor mortis, entomology, bite marks, interrogations and current software to aid in an investigation will be examined. PR: CRJU 1100, 2236.

CRJU 2257. Risk Management three hours
This course is designed to assist the student in obtaining an advanced understanding of risk management. The process of risk management is utilized in determining your assets, vulnerabilities, and threats and then protecting them. PR: Major in Homeland Security, CJ 100. Required core class for the Homeland Security Degree Program. (Must be admitted to the A.A.S. Homeland Security Degree Program to enroll in CRJU 2257)

CRJU 2260. Terrorism, Counter Terrorism, and Terrorism Response three hours
This course is designed to provide the beginning student with a basic understanding of the history of terrorism, its impact on society, the domestic and foreign evolution of terrorism, various terrorist groups around the world, and the appeal of terrorism to fringe and un-empowered groups. The course will also examine the law enforcement responses to terrorism. PR: Major in Homeland Security, CJ100, and CJ101. Required for the Criminal Justice Track of the HS AAS Degree.(Must be admitted to the A.A.S. Homeland Security Degree Program to enroll in CRJU 2260)

CRJU 2266. Sex Crimes three hours
This course will examine all aspects of performing a thorough sex crime investigation. The course will also examine sexual behavior, theories of sexual deviance, nuisance sex behavior, incest, pedophilia and dangerous sex practices. The student will be further exposed to investigative issue such as: bite marks, latent prints, interrogation, and profiling. PR: CRJU 1100, CRJU 2236

Dance
(School of Health & Human Services)

DANC 1100. Introduction to Social Ballroom Dancing two hours
This course will enable the student to participate in social occasions requiring ballroom dancing skills, such as weddings and formal social and business parties, as well as informal occasions requiring the display of social graces. The course includes learning the basic steps of both the rhythm dances: salsa, rumba, chacha, swing and the smooth dances: waltz, foxtrot, and tango. Students with previous dance experience may receive credit through examination.

DANC 1107. Introduction to Dance two hours
This course will be an introduction to basic movement techniques and skills in ballet and various modern and jazz dance styles. Introduction to the fundamentals of improvisation and composition will be covered. Utilizing rhythm and movement as dimensional elements of this space-time art. Students with previous dance experience may receive credit through examination.

DANC 1110. Ballroom Dancing Culture and Behavior one hours
This class will cover the introduction to the tradition, history, and legacy of ballroom dancing. Partnership issues, problems, and expectations will be discussed, as well as etiquette, manners, and social graces, as expected of ballroom dancers.

DANC 1120. Ballroom Dancing Stage Craft. one hour
This course covers acting principles for ballroom dancing. Facial expressions and body language of most dances will be included. In addition, make-up and hair dress for major groups of dances will be covered.

DANC 1130. Ballroom Dancing Rhythm and Repertoire. one hour
This course is rhythmic patterns of the twenty ballroom dances. Traditional and modern repertoire in social and competitive dances will be covered.

DANC 1140. Ballroom Dancing Instruction Practicum. one to three hrs
This course will enable the student to learn and practice ballroom dancing teaching skills at the college, schools and other venues such as youth and community groups. Must be taken during three separate semesters at two or three different venues. PR: DANC 1100

DANC 1150. Ballroom Dancesport Bronze Level. two hours
This course will enable the student to perform at the bronze level of the American rhythm and smooth and International Latin and standard syllabi. PR: DANC 1100

DANC 1199. Special Topics in Ballroom Dance one to four hours
Students will be given an opportunity to explore various areas of ballroom dancing such as further competitive experience, costume management, entrepreneur opportunities, and other areas of study as determined between the student and the professor. PR: DANC 1140.

DANC 2299. Special Topics in Ballroom Dance one to four hours
Students will be given an opportunity to explore various areas of ballroom dancing such as further competitive experience, costume

management, entrepreneur opportunities, and other areas of study as determined between the student and the professor. PR: DANC 1140.

New Course Prefix and Descriptions (These courses are currently taught, or have been taught under PE Special Topics 199, 299, 399 or 499.

DANC 2200. Ballroom Dancesport Silver Level. two hours
This course will enable the student to perform at the silver level of the American rhythm and smooth and International Latin and standard syllabi. PR: DANC 1150

DANC 2230. Ballroom Dancesport Competition Judging. one hour
This course will enable the student to participate as judge and scrutineer at college competitions and organizer of competition judging at other venues. PR: 2 hours of DANC 2270

DANC 2250. Ballroom Dancesport Gold Level. two hours
This course will enable the student to perform at the gold level of the American rhythm and smooth and International Latin and standard syllabi. PR: DANC 2200

DANC 2270. Ballroom Dancing Competitive Experience. one hour
Students will participate at dancesport competitions as member of the Fairmont State Dancing Falcons for at least three semesters. In their last semester students are expected to perform some dance at the gold level. Must be repeated for three credit hour

Drafting
(School of Business, Aviation & Technology)

DRFT 1100. Engineering Graphics three hours
Basic drawing processes and techniques including freehand lettering, geometric construction, sketching, multi-view and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRFT 2200. Fundamentals of CAD three hours
This is an introductory Computer Aided Drafting (CAD) course. Software to be covered will be Windows and the use of AutoCAD. The student will learn on a PC workstation and become familiar with plotters and printers.

DRFT 2205. Introduction to Solid Modeling three hours
An introduction to convey information as to the shape, size, and formation of a three dimension object. Areas include technical sketches, drawings, and illustrations for parts catalogues. Content areas include: isometrics, perspectives, three dimensional wire frames, and solid models. Three dimensional rendering will also be explored. PR: DRFT 2200.

DRFT 2215. Architectural Drafting four hours
A comprehensive study of the planning, designing and drawing of a single family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRFT 2200.

DRFT 2225. Descriptive Geometry three hours
A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles.

DRFT 2235. Technical Drafting three hours
This course covers advanced drafting/ design techniques by using a computer graphics workstation. Study will include: industrial detail drawing, electrical/electronics drawing, topographic mapping, pipeline drawing, and production/working drawings. PR: DRFT 2200.

DRFT 2245. Architectural Design three hours
As approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior decoration majors. Content covers: architectural, pictorial and presentation drawings. PR: DRFT 2200.

DRFT 2255. Tool Design four hours
This course covers the design of tooling, including jigs and fixtures for machine operations such as drilling, reaming, tapping, milling, and turning. Study will include modern tooling techniques, the use of computer graphics, tooling economics, and development of jigs and fixtures that meet ANSI standards. PR: DRFT 2200.

Early Childhood
(School of Health & Human Services)

EC 1105. Development of Young Children three hours
The student will study the physical, social, emotional, and cognitive development of young children with the focus on the preschool period from ages three through five. The course emphasis will be on applying the theories and research of child development to practices and procedures used when working with young children in an early childhood program.

EC 1106. Health and Safety in Early Childhood Programs two hours
This course provides an introduction to health and safety requirements and responsibilities for individuals working in early childhood programs. Health, nutrition, and safety policies, procedures, and practices are studied. Students will meet state health and safety licensing requirements for child care employees.

EC 1107. Early Childhood Curriculum three hours
The student studies how to plan, prepare and implement developmentally appropriate curriculum for early childhood programs. Opportunities for hands-on learning experiences are provided.

EC 1130. Foundations of Early Childhood three hours
Students become familiar with various types of early childhood programs and the career opportunities they provide. The history of early childhood is introduced as well as current trends and quality program criteria. Concepts for providing developmentally appropriate practices are introduced.

EC 2206. The Child in the Family three hours
This course examines relationships between the young child and other members of the family unit and the relationship between the family and the early childhood program. The focus is on the child during infancy, toddler and preschool years. Studies include the diversity of family lifestyles and cultures.

EC 2230. Classroom Strategies three hours
Students study theories of early childhood education with emphasis on classroom management, teaching methods, assessment and behavior guidance. Student's demonstrate their knowl-

edge and understanding of theories and best practices by preparing appropriate thematic units and lesson plans for preschool children.

EC 2231. Administration of Programs three hours
This course allows students to study early childhood programs from the perspective of the person serving in the role of leader and administrator. Studies include the planning and development of a program or center, budgeting issues, environmental planning and preparation, state licensing regulations, health and safety guidelines, staffing and personnel issues and parent-school relationships.

EC 2232. Early Childhood Practicum I three hours
The student will gain practical experience interacting with young children as a practicum student in a community early childhood program and in the campus Laboratory Preschool.
PR: EC 1106, EC 1107, EC 1130.

EC 2240. Infant Toddler Development and Care three hours
The physical, social, emotional, cognitive and language development of the child from conception to age three will be studied. The course will include appropriate procedures and practices to use when caring for infants and toddlers in a group setting as well as in a private home.

EC 2262. Early Childhood Practicum II four hours
Students will utilize the knowledge and skills from all theory and practicum courses as they participate in an early childhood program. Lesson planning, preparation and presentation will be required as the student gains actual teaching experience.
PR: EC 1107, EC 2230, EC 2232.

EC 2283. Cognitive Development three hours
Students study theory and research relevant to the cognitive development of children during early childhood. Emphasis is placed on applying theory and research to behavior guidance and curriculum planning.

Economics
(School of Business)

ECON 1199. Special Topics in Economics one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

ECON 2200. Economics three hours
Economics 2200 is intended as a General Education course for non-business majors. It will provide the student with a broad background in the field. The student will be exposed to micro and macro economic theory and international economics and should develop adequate knowledge to understand the role of economic systems and the application of economic principles in modern society.

ECON 2201. Economic Principles and Problems I three hours
(For those meeting the requirement of six hours in Economics) The course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems.

ECON 2202. Economic Principles and Problems II three hours
(For those meeting the requirements of six hours in Economics) This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR: ECON 2201.

Education
(School of Health & Human Services)

EDUC 1105 Basic Skills for Instructional Support three hours
This course will cover learning strategies and study skills for the para professional, including strategies for remembering information, reading and taking notes, interpreting graphic aids, strategies for improving time management, preparing for and taking tests, and finding and using information. In addition, math strategies and learning problems in mathematics, plus reading skills, phonics, sight words, and reading comprehension, will be covered.

EDUC 2206 Instructional Support Strategies three hours
This course will cover legislation affecting special education laws and the learning experience, the difference between mainstreaming and inclusion, the IEP, and the self-contained classroom. In addition, implementing effective classroom management will be covered. Behavioral support in a positive learning environment and the role of the family, for encouraging and including parental input in an educational plan will be included.

EDUC 2207 Behavior Support Strategies three hours
This course presents basic principles and practices in the use of applied behavior management with both normal and exceptional learners. Students will be given firsthand experience in using behavior analysis and other behavioral support strategies in field settings.

Electronics

(See Fairmont State University Catalog)

Emergency Medical Services
(School of Health & Human Services)

EMMS 1100. Introduction to EMS two hours
This course is designed to acquaint the student with emergency medical services roles & responsibilities, well being of the EMS provider, illness and injury prevention, medical-legal issues, ethics, therapeutic communications, and life span development. It must be taken concurrently with EMMS 1103, 1104 and 1106.

EMMS 1103. Emergency Medical Technician - Basic seven hours
This course provides didactic and practical application in basic life support aspects of pre-hospital care and is based upon the

U.S. Department of Transportation's National Standard Curriculum for Emergency Medical Technician - Basics. This course prepares students for the National Registry of EMT's certification examination. There will be six lecture hours and two lab hours each week. It must be taken concurrently with EMMS 1100, 1104 and 1106.

EMMS 1104. Emergency Medical Services - Operation two hours

This course will include in-depth review of such topics as emergency vehicle operations, medical incident command, rescue awareness and operations, hazardous materials recognition and crime scene awareness. It must be taken concurrently with EMMS 1100, 1103 and 1106.

EMMS 1106. Emergency Medical Services - Practicum I one hour

This course provides the student with the opportunity to observe and apply the skills learned in EMS 103 in a supervised clinical setting including a local hospital emergency department, regional medical command center and on a field EMS unit. A minimum of fifty hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMMS 1100, 1103, and 1104.

EMMS 1107. Basic Trauma Life Support one hour

This two day course is designed to teach EMT's First Responders and other health care professionals to rapidly assess, resuscitate, package, and transport patients with traumatic injuries. Simulated traumatic injuries in situations and scenarios will be used to evaluate the students practical skills. Participants who choose to be certified will be required to pay the necessary certification fees required by State or National certifying agencies.

EMMS 1108. Emergency Medical Services – Pharmacology Three hours

In this course students will learn about pharmacodynamics, pharmacokinetics, drug administration, intravenous therapy and specific medications used in the pre-hospital setting. It must be taken concurrently with EMMS 2207, 2208 and 2209. PR: EMMS 1100, 1103, 1104, 1106 and BIOL 1170.

EMMS 1109 Cardiopulmonary Resuscitation (CPR) and Workplace Safety one hour

In this course students will learn adult and pediatric basic like support skills CPR and study the numerous health and safety issues associated with health care facilities. The topics include but are not limited to: OSHA standards, emergency preparedness, fire safety, electrical safety, compressed gas safety, tuberculosis/respiratory protection, bloodborne pathogens and biological hazards, potential chemical and drug exposures, ergonomic hazards from lifting and repetitive tasks and how to safely handle these potential hazards. This course may be repeated for re-certification purposes.

EMMS 1111 Home Land Security Practicum I one hour

This course provides the student with the opportunity to observe and apply the skills learned in the homeland security core courses. The locations visited will include hospital emergency departments and triage areas, 911 centers, regional medical command center and field EMS unit rotations. A minimum of twenty-four hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMMS 1100, 1103 and 1104. (Must be admitted to the A.A.S. Homeland Security Degree Program to enroll in EMMS 1111.)

EMMS 1112 Emergency Response to Terrorism: Basic Concepts three hours

This course is designed to prepare first-responder personnel to take the appropriate course of action at the scene of a potential terrorist incident. The course will provide students with a general understanding and recognition of terrorism, defensive considerations (biological, nuclear, incendiary, chemical and explosive), as well as command and control issues associated with criminal incidents. The student will be able to recognize and implement self-protective measures, secure the scene, complete appropriate notifications to local, State, and Federal authorities, and assist in completing a smooth transition from emergency to recovery and termination operations. (Must be admitted to the A.A.S. Homeland Security Degree Program to enroll in EMMS 1112.)

EMMS 1199. Special Topics in Emergency Medical Services one-twelve hours

This course is concerned with specialized studies in selected topics. The topics to be studied will be determined by the EMS Coordinator and approved by the School Chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

EMMS 2200. Advanced Cardiac Life Support one hour

This two day course is designed to teach EMT - Intermediates, Paramedics, and other advanced life support health care professional the most current knowledge and skills in caring for adult patients with cardiac emergencies. Scenario based instructions is used to teach and evaluate the participants knowledge and skills. A basic understanding of electrocardiography and arrhythmia recognition is recommended. Participants who choose to be certified will be required to pay the necessary certification fees required by State or National certifying agencies. PR: A current American Heart Association health care provider card and or American Red Cross professional rescuer CPR certification card.

EMMS 2201. Pediatric Advanced Life Support one hour

This two day course is designed to teach EMT Intermediates, Paramedics, and other advanced life support health care professionals the most current knowledge and skills in caring for pediatric patients. This course covers a broad spectrum of pediatric emergencies. Participants who choose to be certified will be required to pay the necessary certification fees required by State or National Certifying agencies. PR: A current American Heart Association health care provider card and or American Red Cross professional rescuer CPR certification card. (Must be admitted to the EMS Program to enroll in the following courses: EMMS 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, and 2215. EMMS 1100, 1103, 1104, 1106 and BIOL 1170 are prerequisites for these courses.)

EMMS 2207. Airway Management and Advanced patient Assessment two hours

In this course students will learn the proper approach to patient assessment and advanced airway management skills for both medical and trauma patients. It must be taken concurrently with EMMS 2208, 2209 and ALLH 1106. PR: EMMS 1100, 1103, 1104, 1106, and BIOL 1170.

EMMS 2208. Pathophysiology and Shock Trauma Resuscitation three hours

In this course students will learn the general principles of pathophysiology, treatment of shock and recognition and management of specific traumatic emergencies. It must be taken concurrently with EMMS 2207 and 2209. PR: EMMS 1100, 1103, 1104, 1106 and BIOL 1170.

EMMS 2209. Emergency Medical Services - Practicum II two hours

This course provides the student with the opportunity to observe and apply the skills learned in EMS 207, 208 and ALH 106 in a supervised clinical setting including a local hospital emergency department, respiratory therapy department and operating room and on a field EMS unit. A minimum of one hundred clinical hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMMS 2207, 2208 and ALLH 1106. PR: EMMS 1100, 1103, 1104, 1106 and BIOL 1170.

EMMS 2210. Medical Emergencies I four hours

In this course the student will review the pathophysiology, assessment and management of medical patients with pulmonary and cardiovascular emergencies. It must be taken concurrently with EMMS 2211. PR: EMMS 2207, 2208, 2209 and ALLH 1106.

EMMS 2211. Emergency Medical Services - Practicum III two hours

This course provides the student with the opportunity to observe and apply the skills learned in EMS 210 in a supervised clinical setting including a local hospital emergency department, respiratory therapy, cardiac care unit, and on a field EMS unit. A minimum of one hundred clinical hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMMS 2210. PR: EMMS 2207, 2208, 2209 and ALLH 1106.

EMMS 2212. Medical Emergencies II four hours

In this course the student will review the pathophysiology, assessment ant management of medical patients with neurological, and endocrinological emergencies, allergies and environmental emergencies, infectious and communicable diseases, behavioral, gynecological and obstetrical emergencies. It must be taken concurrently with EMMS 2214. PR: EMMS 2210 and 2211.

EMMS 2213. Special Patients & Situations two hrs

In this course the student will take an in depth look at the approach to patients with special needs such as neonatal, pediatric and geriatric patients, patients with mental or physical impairments, or patients with high technology medical devices in the out-of-hospital setting. It must be taken concurrently with EMMS 2214. PR: EMMS 2210 and 2211.

EMMS 2214. Emergency Medical Services - Practicum IV two hours

This course provides the student with the opportunity to observe and apply the skills learned in EMS 212 and 213 in a supervised clinical setting including a local hospital emergency department, pediatric unit, obstetrical unit, psychiatric unit and on a field EMS unit. A minimum of one hundred clinical hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMMS 2212 and 2213. PR: EMMS 2210 and 2211.

EMMS 2215. Assessment Based Management one hour

This course will serve as the cumulative review and remedial application of what the student has learned in EMS 207 - 214. The course will focus on providing summative evaluation of the student's performance in simulated situations and or scenarios. It must be taken concurrently with EMMS 2212, 2213 and 2214. PR: EMMS 2210 and 2211.
(EMMS 1100, 1103, 1104, 1106, 2207 and 2215, BIOL 1170 and ALLH 1106 are required for the student to complete the U.S. Department of Transportation's National Standard Curriculum for EMT-Paramedic. Upon completion of these courses the student will be eligible to sit for the National Registry EMT - (Paramedic certification exam.)

EMMS 2221 Home Land Security Practicum II one hour

This course provides the student with the opportunity to observe and apply the skills learned in the homeland security core courses. The locations visited will include the Center for Rural Emergency Medicine, Local branch of the West Virginia Office of Emergency Services and field EMS unit rotations. A minimum of twenty-four hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMMS 1112. PR: EMMS 1100, 1103 and 1104. (Must be admitted to the A.A.S. Homeland Security Degree Program to enroll in EMMS 2221.)

EMMS 2222 Emergency Response to Terrorism: Tactical Considerations-Emergency Medical Services three hours

This course is designed for first on-the-scene responding EMS personnel with the responsibility to render patient care to victims of terrorist incidents. The student will be trained in security considerations, identifying signs of terrorism, anticipating unusual response circumstances, assessing information, and initiating self-protection actions. The student also will apply their knowledge about responding to a terrorist event, providing patient care, identifying and preserving evidence, managing site safety, documenting the event, and debriefing personnel. (Must be admitted to the A.A.S. Homeland Security Degree Program to enroll in EMMS 2222.)

EMMS 2223 Home Land Security Practicum III one hour

This course provides the student with the opportunity to observe and apply the skills learned in the homeland security core courses. The locations visited will include Local Emergency Planning Committees, Fire Departments, and field EMS unit rotations. A minimum of twenty-four hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMMS 2222. PR: EMMS 1100, 1103, 1104 and 1112. (Must be admitted to the A.A.S. Homeland Security Degree Program to enroll in EMMS 2223.)

EMMS 2224 Basic Life Support and Hazardous Materials Response one hour

This course will emphasize critical concerns for emergency medical responders at hazardous materials incidents. Elements of this course include safety issues for emergency medical service hazardous materials response, managing contaminated victims requiring emergency medical assistance, decontamination and treatment procedures of a basic life support nature, and transportation and receiving facilities. The course will assist the student in understanding and complying with Federal regulations and national recommendations concerning emergency medical response to hazardous materials incidents. (Must be admitted to the A.A.S. Homeland Security Degree Program to enroll in EMMS 2224.)

EMMS 2225 Home Land Security Practicum IV one hour

This course provides the student with the opportunity to observe and apply the skills learned in the homeland security core courses. The locations visited will include a branch of the West Virginia Department of Health and Human Resources, a branch of the Federal Emergency Management Agency, and field EMS unit rotations. A minimum of twenty-four hours is required and will be scheduled by the student on an individual basis through the EMS Coordinator. It must be taken concurrently with EMMS 2224 and SAFE 2210. PR: EMMS 1100, 1103, 1104, 1112 an 2222. (Must be admitted to the A.A.S. Homeland Security Degree Program to enroll in EMMS 2225.)

English
(School of Language and Literature and School of Academic Studies)

ENGL 1104. Written English I three hours
A summary, emphasizing practical skill, of the principles that underlie expository writing, audience analysis, thesis formulation, organization, diction, sentence structure, and paragraph development. An introduction to reading for content in texts selected from across the disciplines. Instruction in word processing, with process-oriented practice in the drafting, revision, and editing of texts. PR: A score of 18 on the ACT English test or successful completion of an appropriate Basic Skills writing course. NOTE: English 1104 is a prerequisite for enrollment in all other English courses. A"C"in English 1104 and 1108 is a graduation requirement for all degrees.

ENGL 1108. Written English II three hours
A continuation of Written English I that provides experience in analyzing and writing argument and persuasive prose. A central feature of the course is a library research project that is intended to develop familiarity with reference sources and skill in summarizing the diverse points of view of multiple sources. PR: A"C"in English 1104. NOTE: A"C'"in English 1104 and 1108 is a graduation requirement for all degrees.

ENGL 1109. Technical Report Writing three hours
A course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: Eng. 1104. Eng. 1109 may be substituted for Eng. 1108 in certain associate degree programs only.

ENGL 2220. World Literature I: Origins to 1650 three hours
A survey of literary masterpieces from around the world. Readings will include sacred texts (such as the Bible, the Koran, and the writings of Confucius); the epic (Homer, Dante, and Milton); poetry (Li Po, Ovid, and Petrarch); drama (Sophocles, Shakespeare, and Non-Western traditions such as No Drama); and narrative fiction (tales from The Thousand and One Nights, The Tale of Genji, and Don Quixote). PR: ENGL 1104.

ENGL 2221. World Literature II: 1650 to the Present day three hours
English 2221 offers a study in translation of literary masterpieces from around the world, including satire (works by authors such as Moliere, Swift, and Voltaire); drama (K'ung Shan-Jen, Ibsen, Chekhov, and Al-Hakim); poetry (Basho, Keats, Dickinson, and Eliot); the short story (Flaubert, Ichiyo, Lu Xun, and Gordimer); and the novel (Yasunari, Achebe, and Desai). PR: ENGL 1104.

ENGL 2230. Introduction to Literature I: Prose Narratives three hours
A study of the narrative art both in fictional forms (the short story, the novel, allegory) and non-fictional forms (autobiography, personal essay), with readings from many cultures within a world context, giving substantial exposure to important works written in the last 100 years and to those written by women and minorities. PR: ENGL 1104.

ENGL 2231. Introduction to Literature II: Poetry & Drama three hours
This course provides a broad survey of two distinct genres: poetry and drama. We will focus on the forms and conventions of the genres through close reading, discussion, and written response, and we will survey representative works from 5th century Athens to the most contemporary voices. Relevant exposure will be given to poems and plays by and about women and minorities. PR: ENGL 1104.

Finance
(School of Business, Aviation & Technology)

FINC 1180. Principles of Banking three hours
This course is a survey and introduction to the field of banking, with some concentration on the functions and operations of commercial banks. The course also covers other depository institutions, non-bank financial entities, the Federal Reserve System, the nature of interest, bank regulation, the vocabulary of banking, and some current issues in banking.

FINC 2201. Introduction to Financial Management three hours
This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions.

FINC 2230. Financial Literacy three hours
This course provides students with the framework and tools for preparing personal financial plans that serve as roadmaps for goal achievement. It emphasizes the dynamics of the personal financial planning process by considering the impact of life changes - birth, marriage, divorce, job and career, and death.

FINC 2260. Real Estate Principles three hours
General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination.

FINC 2270. Principles of Insurance three hours
Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles, valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

FINC 2288. Consumer Lending three hours
This course covers both the theory and practice of installment lending. Topics include credit evaluation, open- and closed-end lending, forms and terminology of lending, loan policy development, marketing, collections, law and regulation, direct and indirect lending, credit insurance and rate structure and yields. PR: Finance 1180 or consent of instructor.

FINC 2294. Commercial Lending three hours
This course provides a conceptual framework for the study of commercial lending. It focuses on how the commercial lending business is organized, how it contributes to bank profitability, and

the total commercial lending process. PR: FINC 1180 or consent of instructor.

FINC 2295. Bank Internship three hours
Selected students are placed in part-time banking positions with area financial institutions. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. Full-time students pursuing a Bachelor of Science degree may participate in the program. Preference is given to students with a concentration in Finance or Accounting. This course may be repeated for up to six hours credit. PR: FINC 1180, ACCT 2201, 2202, and/or consent of instructor.

Food Service Management
(School of Health & Human Services)

Culinary Arts, Dietary Manager, and Institutional Food Service

FOSM 1110. Nutrition three hours
This course is a study of the nutrients, their sources, and their relationship to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements for individuals and family groups of varying cultural and economic levels. Students will evaluate their daily nutritional intake against recommended daily allowances.

FOSM 1119. Intro to the Food Service and Hospitality Industry three hours
This course is an overview of all aspects of the hotel, foodservice, restaurant, and travel and tourism businesses, including operations, marketing, and sales. Trends in this rapidly changing industry will be stressed

FOSM 1121. Food Service Facilities & Equipment three hours
The emphasis is on food service equipment selection and layout in relation to production and workflow. Specifications, energy sources, use and care of food service equipment will be included in the course. Students will demonstrate the utilization and care of selected food service equipment in a laboratory setting.

FOSM 1122. Safety & Sanitation two hours
This course is a look at the latest information in the science of food safety along with appropriate principles to maintain food safety in an operation and to protect against food borne illness. This course incorporates the National Restaurant Association's certification curriculum. Students completing the final certification exam with a minimum score of 75% will be issued a certificate of completion.

FOSM 1130. Basic Baking three hours
This course applies the fundamentals of the baking science to the preparation of a variety of pastry and baking products. Will include the use and care of equipment normally found in a bakeshop or baking area. PR or CR: FOSM 1121, FOSM 1122.

FOSM 1140. Food Service Cost Analysis and Management three hours
This course will enable students to perform basic cost analysis related to food service operations. The student will perform calculations associated with food costs, labor costs, menu pricing, and other pertinent management functions.

FOSM 1199. Special Topics in Food Service one-three hours
This course will provide an opportunity for students to further their study of principles and concepts in the various areas in Food Service Management and to apply their knowledge in a variety of applications both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student. May be repeated up to 4 hours credit. Approvel required by Program Coordinator only.

FOSM 2201. Principles of Food Selection & Preparation three hours
This course covers the principles of food cookery in relation to various food categories and then applied in a laboratory setting. PR: To be taken concurrently with FOSM 2203.

FOSM 2202. Principles of Quantity Food Production three hours
Principles and techniques of quantity food preparation will be covered. Emphasis will be given to menu planning, use of standardized recipes, and quantity food production techniques. PR: FOSM 2201, 2203. To be taken concurrently with FOSM 2204.

FOSM 2203. Principles of Food Selection & Preparation Lab one hour
Students will apply basic principles of food selection and preparation in a controlled lab setting. Labs will include application of basic food science and food evaluation techniques. CR: FOSM 2201/PR or CR: FOSM 1121, 1122.

FOSM 2204. Principles of Quantity Food Production Lab one hour
Students will apply principles and methods of quantity food production using institutional equipment and evaluate food with consideration given to quality control and cost control. PR: To be taken concurrently with FOSM 2202.

FOSM 2209. Food Specialties-Garde Manger II three hours
This course is the advanced garde mange techniques including aspic pates, sauces, terrines, and garnishes. The manipulation of special tools used in this type of food preparation is stressed. Buffet table arrangement, food display, and organization are studied. PR: FOSM 1121, 1122, 2201, 2203.

FOSM 2220. Diet Therapy three hours
This course discusses the nutritional needs of different age groups, the special nutritional requirements in various diseases and the planning of menus to meet these various nutritional needs. PR: FOSM 1110.

FOSM 2224. Purchasing and Receiving three hours
Includes factors to consider in selecting, purchasing, receiving, and storing various foods. Emphasis is given to the development of purchasing policies, procedures, inventory control and storage. Computer application is included in the course.
PR: FOSM 1140.

FOSM 2227. Food and Beverage Merchandising three hours
This course discusses catering for different types of social functions, dining room arrangement, and service to gain customer satisfaction. It also deals with purchase specifications, management and quality as applied to tableware, furnishing, equipment, and supplies. PR: FOSM 2224.

FOSM 2228. Food Service Organization and Management three hours
The students will analyze the organization and management of various types of food service programs. Special emphasis is placed on personnel, operating systems, budgeting, purchasing, work schedules, and supervision. PR: FOSM 1140.

FOSM 2229. Food Service Practicum nine hours

A supervised work experience conducted in an assigned food service operation.
Course may be repeated for up to 15 hours of credit based on emphasis area. PR: Approval by Program Coordinator only.

FOSM 2250. Applications in Community & Medical Nutrition three hours

This course will provide students with methods and practices necessary to access nutritional needs in client-oriented dietetic systems and community-oriented nutrition programs. Students will apply nutrition knowledge to the following: patient education, screening for nutritional risk, determining nutrient requirements across the lifespan, translating nutritional needs into food and menu choices, calculating body composition, calculating diets for specific health conditions, calculating basic enteral and parenteral nutrition formulas. PR: FOSM 2220.

FOSM 2260. Seminar in Dietary Management two hours

This course will focus on the dietary management profession by looking at legal issues, professionalism, certification and licensing, preparation of resume, etc. PR: To be taken in conjunction with FOSM 2229 for dietary managers only.

Geography
(School of Social Science)

GEOG 1199. Special Topics in Geography one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

GEOG 2210. Introduction to Geography three hours

An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.

Graphics Technology
(School of Business, Aviation & Technology)

GRAP 1100. Graphic Communications Processes three hours

This course is an introduction to the graphic arts and deals with the basic methods of placing visual elements on receiver materials. An investigation is made of relief, intaglio, planographic, porous, and electrostatic methods of printing. Continuous tone photography, basic bindery operations, and introductory microcomputer operation also are experienced. Course activities include the use of introductory word processing and basic painting and drawing software.

GRAP 1125. Multimedia Concepts three hours

Basic techniques of computer presentation and multimedia will be covered. Students will use introductory software for the creation of digital animation, motion, and multimedia. Activities include exercises using Microsoft PowerPoint, Apple QuickTime, and still and motion digital video capturing.

GRAP 1150. Computer Applications to Graphics three hours

This course is an assessment of the impact of "Intelligent Electronics" on the graphics industry and the development of computer applications to the solution of graphic related situations. With an emphasis on the Apple Macintosh, there is a thorough coverage of microcomputer fundamentals, operating systems, and computer programs including the spreadsheet, database, and various types of graphic software. The student becomes involved in both theoretical and hands-on experiences.

GRAP 1199. Special Topics in Graphic Communications one-four hours

This course will provide an opportunity for students to further their study of principles and concepts in Graphic Communications and to apply their knowledge in a variety of applications both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student. May be repeated up to 4 hours credit. PR: Consent

GRAP 2200. Introduction to Desktop Publishing three hours

This course presents the basics in the make-up of copy with an emphasis on composition and typography. Students will produce tangible photo ready art and introductory electronic prepress images using the Apple Macintosh. Single and multiple color paste-up techniques, forms layout, cropping and scaling of photographs, and media conversion are among the activities that will be beneficial in upper level graphics classes as well as future employment endeavors. CR: GRAP 1150.

GRAP 2210. Graphics - Methods and Materials three hours

This intermediate course further explores the tools, materials, and processes used in both the traditional and current digital methods of converting camera ready images to print. Introductory process camera, film assembly, press operation, and bindery will be investigated. Both theoretical knowledge and hands-on experience in the use of printing equipment will be employed. PR: GRAP 1100.

GRAP 2225. Basic Photography three hours

A beginning course in the utilization of the hand-held camera. The emphasis is placed on both the taking of pictures and the processing of black and white film. Topics covered include film and film processing, camera basics, camera formats, lens types, portrait photography, and photographic ethics.

GRAP 2230. Layout and Design I three hours

Printed materials will be analyzed in terms of design, effective use of type, and color. Knowledge of art specification and preparation for reproduction will be acquired. Time is given to the design and production of original work. PR: GRAP 2200.

GRAP 2245. Digital Photography three hours

This course is designed to develop skills in pixel based photographic design and printing, as well as, to enhance basic photography skills primarily in film-less applications. Digital photography will be explored as it replaces traditional printers, inks, and papers, and darkroom applications will be made simpler and more powerful in the digital realm. This course will use advanced photography skills including creative portraiture as well as commercial and industrial techniques. PR: GRAP 2225

GRAP 2250. Graphics Practicum four hours

Supervised on-the-job learning/work experience with a cooperating business or college in-house graphics production area. Students will gain experience in graphics related specialties of the selected practicum training center. PR GRAP 2210 and instructor's permission.

GRAP 2255. Internet Animation three hours
Basic techniques of computer animation and presentation and use of storyboards will be covered. Students will use advanced animation software for creation of digital animation, motion, and multimedia. Laws of motion and image formation will be studied. PR: GRAP 1125

GRAP 2255. Advanced Image Transfer three hours
This course is a continuation of the press related portion of GRAP 2210 and is a self-paced course. More advanced set-up, single and multicolor operation, troubleshooting, basic press maintenance, film assembly, and safety considerations are included. Students will complete several multicolor projects during the course. PR: GRAP 2210

GRAP 2265. Estimating and Cost Analysis three hours
Production planning, scheduling, materials purchasing, and personnel management in print production operations are investigated. Accurate, orderly systems including computer solutions are used to estimate costs, material, equipment, and labor.

GRAP 2275. Production (Offset/Screen Printing) three hours
This self-paced course provides practical experience in the production of department or Schools' newsletters and other offset and screen printed graphic products.

GRAP 2280. Electronic Publishing three hours
This course is a continuation of GRAP 2200 specifically oriented toward the production of computer based publishing using Apple Macintosh. Students will gain experience in more advanced electronic composition and pagination. PR: GRAP 2200.

GRAP 2285. Electronic Art three hours
Students will use illustration software for the creation of high resolution commercial quality course projects. Students will use microcomputer workstations, flatbed scanners, electronic cameras, and image processing software for retouching, manipulating, and enhancing images. PR: GRAP 1125 and GRAP 2245

GRAP 3335. Layout and Design II three hours
A continuation of GRAP 2230. The student continues work on thumbnail, rough and comprehensive layouts for presentation to the customer. PR: GRAP 2230.

GRAP 2290. Electronic Art and Computer Imaging three hours
Students will use illustration and painting software for the creation of high resolution commercial quality course projects. Students will use microcomputer workstations, flatbed scanners, electronic cameras, and image processing software for retouching, manipulating, and enhancing images. PR: GRAP 1150 or instructor's permission.

GRAP 2299. Special Topics in Graphic Communications 1-4 hrs
This course will provide an opportunity for students to further their study of principles and concepts in Graphic Communications and to apply their knowledge in a variety of applications both in the traditional classroom setting and in work/job related experiences. The class will be an individualized, arranged course, with learning outcomes determined by the instructor in consultation with the student. May be repeated up to 4 hours credit. PR: Consent

Health Education
(School of Education/Health and Human Performance)

HLTA 1100. Personal Health two hours
The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

HLTA 1150. Introduction to Health three hours
This course is an in-depth study of the several content areas relating to health; contemporary health problems and reciprocal relationships involving man, disease and the environment. The significance of the physical, mental, social, and environmental factors of health and safety as related to the individual and to society are studied.

Health Information Technology
(School of Health & Human Services)

HLIN 1104. Introduction to Health Information three hours
This course serves as an introduction to the function and duties of a health information technician, the national and state professional organizations and orientation to the study of the basic health record in all health care settings. The student will be introduced to hospital and government structure and medical staff organization. PR: Admission to the program or permission of program coordinator. Fall Semester.

HLIN 1105. Computers in Health Care three hours
This course will introduce the Health Information Technology student to computers in the health care arena. PR: Admission to the program or permission of program coordinator. Spring Semester.

HLIN 1107. Storage Systems three hours
This course is designed to acquaint the student with various manual and computer storage and retrieval aspects of health care information. The student will be exposed to basic health information functions such as filing, assembly and analysis. Included in this course will be optical image processing and computer based record. PR: Admission to the program or permission of program coordinator. Fall Semester.

HLIN 1109. Health Care Statistics three hours
Hospital statistics is a course in which the methods of computing statistics of health care institutions and storage areas for this material will be discussed. Basic statistics applicable in health care institutions will be introduced. The course will include the study of vital and public health statistics, review of simple arithmetic principles as warranted, in depth study of hospital statistics; sources, definitions, collection, reporting, presentation and analysis of data, sources and uses of health data in the United States. Applicable statistical software will be utilized. PR: Admission to the program or permission of program coordinator. Spring Semester.

HLIN 1110. Legal and Ethical Aspects of Health Information three hours
This course is designed to instruct the student in the basic legal principles, release of confidential health information, court procedures and conduct, and association with legal authorities. HIPAA

rules and regulations will be discussed. Legal and ethical issues of the profession will be covered as well as ethical issues in the health care field. PR: Admission to the program or permission of program coordinator. Fall Semester.

HLIN 1115. Alternate Care Settings two hours

Alternative Care Settings will expose the HIT student to a variety of non-traditional settings for health information management. The students will be expected to rotate through various types of settings (ie, psychiatric facility, rehabilitation hospital, nursing home, home health agency, hospice, prison system, health clinic and a physicians' office or clinic.) Placement depends on the availability of a particular facility. The student will be required to be at the clinical affiliate a total of 60 hours. This course will be offered during the first summer session. PR: Admission to the program or permission of program coordinator.

HLIN 2200. Interpretation of Diagnostic Data three hours

This course is designed to introduce the health information specialist to the relationship between diseases, laboratory tests and drugs within the health record. This knowledge base will be useful in optimizing reimbursement. PR: Admission to the program or permission of program coordinator. Fall Semester.

HLIN 2202. Reimbursement Systems three hours

This course will examine reimbursement methodologies for various health care entities. Students will learn how to compare claims submitted to third party payers with actual reimbursement received. PR: Admission to the program or permission of program coordinator. Spring Semester.

HLIN 2203. Quality Assessment/ Utilization Review three hours

This course is designed to provide the student with the theoretical knowledge and technical skills relative to the operation of a quality assessment and utilization management program within a health care facility. The influence of government regulations and accrediting agency standards will be introduced. PR: Admission to the program or permission of program coordinator. Fall Semester.

HLIN 2205. Classification Systems I - ICD five hours

This course is designed to emphasize the history and development of disease classifications. The student will spend time learning the procedures of various systems. Application of the current classification system will be emphasized. Prepared software will be used to enhance the understanding of the current classification system. Financial implications of the classification system will be discussed. Four hour lecture, two hours laboratory per week. PR: Admission to the program or permission of program coordinator. Fall Semester.

HLIN 2206. Clinical Practicum I four hours

Students in this course will analyze, number, file, retrieve, transcribe, and prepare statistical reports. The student will be working with coding and abstracting of disease/procedure entities. This clinical practicum will take place in a health care facility. Students will be expected to be at a clinical site 120 hours. PR: Admission to the program or permission of program coordinator.

HLIN 2207. Health Information Supervision four hours

This course is designed to introduce management functions required to direct a health information department. This will include procedure development, job descriptions, research for a proposal, department layout as well as other areas of management. Current standards of health care are presented; JCAHO and State Licensure. PR: Admission to the program or permission of program coordinator. Spring Semester.

HLIN 2208. Clinical Practicum II four hours

This is a four credit, three consecutive week course requiring 40 hours of clinical practicum per week. Students will be expected to be at a clinical site 120 hours. The student will be provided opportunity to practice all skills acquired thus far in the two-year program. PR: Admission to the program or permission of program coordinator.

HLIN 2209. Classification Systems II - CPT four hours

This course is designed to introduce the student to the current use of CPT-Coding classification. Various situations for this use will be utilized including: physician's office, outpatient, and ambulatory care settings. PR: Admission to the program or permission of program coordinator. Spring Semester.

History
(School of Academic Studies)

HIST 1107. United States History I three hours

Examines the main outlines of American history from pre-Columbian native American cultures to the end of the Civil War with emphasis on the Colonial, Revolutionary, Early Republic, and Civil War eras.

HIST 1108. United States History II three hours

Examines the main outlines of American history from Reconstruction to the present with emphasis on the political, social, cultural, economic, and diplomatic forces that contribute to America's emergence as the world's leading industrial democracy.

HIST 2211. World Civilizations I three hours

An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from pre-historic times through classical ancient empires to the early Middle Ages. Recommended for sophomores and well-prepared freshmen.

HIST 2212. World Civilizations II three hours

An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from the Middle Ages to the social, political, and industrial revolutions of the eighteenth century. Recommended for sophomores and well-prepared freshmen.

HIST 2213. World Civilizations III three hours

An intermediate-level survey of worldwide historical developments from the French Revolution of 1789 to the present era, emphasizing major civilizations and the modern growth of global interdependence. Recommended for sophomores and well-prepared freshman.

Human Services
(School of Health & Human Services)

HUSV 1100. College Orientation one hour

This course is designed to acquaint entering freshmen with various academic, economic, and social aspects of college life, including student services, such as the academic advising system. This course is offered on a credit/non-credit basis.

HUSV 1103. Community Service Learning one hour

Community Service Learning provides opportunities for students to perform meaningful service to the community while engaging in conscious reflection and critical analysis activities which meet service learning objectives. The course is based upon an experiential learning format which includes the college, the student,

and the community. Students may complete a maximum of 3 credit hours of service learning toward graduation requirements.

HUSV 1199. Special Topics in Human Services one-twelve hours

Students in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

Information Systems
(School of Business, Aviation & Technology)

INFO 1100. Computer Concepts and Applications three hours

This course will provide students with a survey of the fundamental computing concepts and applications to provide a useful foundation upon which the students can develop skills necessary to become effective users of information systems. The primary focus of this course will be on productivity software applications, which will include word processing, spreadsheet, database, the Internet, and presentation software.

INFO 2200. Fundamentals of Information Systems three hours

The course is an introduction to basic business information systems including networking, systems analysis and design. PR: INFO 1100.

INFO 2205. Information Technology-Hardware and Operating Systems three hours

This course provides the hardware and operating system concepts necessary for system design. System architecture and operating systems are considered for single and multiple user computer systems. PR: INFO 1100.

INFO 2206. Advanced Hardware and Operating Systems three hours

This course is a continuation of INFO 2205, Information Technology - Hardware and Operating Systems. The course content covers advanced hardware and operating system troubleshooting as well as computer configuration. PR: INFO 2205

INFO 2210. Applied Business Programming three hours

This courses provides the students with an understanding of the capabilities and limitations encountered in programming information processing applications. The student will independently write programs which create, update and process disk files. General business programming concepts are emphasized rather than computer science fundamentals. This course may not be substituted for COMP 1100,1101, or 1102, and is not open to students with credit in COMP 1108. PR: MATH 1107, INFO 2205.

INFO 2220. Spreadsheet Design three hours

This course is designed to introduce spreadsheet modeling and design. Through hands-on computer work, the student will become familiar with a spreadsheet application package. The course will stress good design techniques as well as spreadsheet techniques and model building. PR: INFO 1100 and Accounting 2201.

INFO 2225. Fundamentals of Web Design three hours

Introduction to Web Design course focusing on the overall web site production processes with particular emphasis on design elements involving layout, navigation, and interactivity. PR: INFO 1100.

INFO 2235. Microcomputer Applications in Business three hours

This course will provide students the opportunity to develop and use basic decision support systems. A problem solving approach is used to introduce students to the modern business decision making process. The emphasis is on making business decisions by using and customizing off-the-shelf software. PR: INFO 1100.

INFO 2242. Professional Internship and Portfolio Development three hours

The purpose of this course is to allow students to bring business topics into focus by using all their collected business knowledge. This will be accomplished through completion of a portfolio that will demonstrate to prospective employers the student's career preparation. The student will also be required to complete a professional internship in the work place. The importance of career and goal planning will be emphasized. A total of 140 hours of supervised work will be required.

INFO 2250. Networking Fundamentals three hours

This course provides an in-depth knowledge of data communications and networking requirements including networking and telecommunications technologies, hardware, and software. The analysis and design of networking applications in organizations are emphasized. Management of telecommunications networks and evaluation of connectivity options are also covered. Students learn to evaluate, select, and implement different communication options within an organization. The course consists of two hours lecture and two hours lab per week. PR: INFO 1100.

INFO 2251. Router Theory and Router Technologies three hours

This course examines the theory and technology of routers including router programming, configuration, and protocols. The course consists of two hours lecture and two hours lab per week. PR: INFO 2250.

INFO 2252. Advanced Routing and Switching three hours

This course covers advanced routing and switching concepts. It is a continuation of INFO 2251. The course consists of two hours lecture and two hours lab per week. PR: 2251.

INFO 2253. Project Based Learning three hours

This course covers advanced Wide Area Network technologies. It is a continuation of INFO 2252. The course consists of two hours lecture and two hours of lab per week. PR: 2252

INFO 2255. Fundamentals of UNIX three hours

Fundamentals of UNIX sponsored by Sun Microsystems teaches students how to use UNIX operating system commands and, in the hands-on-exercises, basic Sun Microsystems' Solaris™ operating environment commands, and introduces students to the common Desktop Environment (CDE - graphical interface between different environments). The class is intended for new users of UNIX. Students will learn fundamental command-line features of the Solaris environment including file system navigation, file permissions, the vi text editor, command shells and basic network use. CDE features include Standard Desktop Tools, Text Editor, printing and mail. PR: INFO 2250.

Interpreter Training Program

(Tentative Fall 2005, Pending Approval)

(School of Academic Studies)

ITTP 1125 American Sign Language 5 3 hours
The primary emphasis of the materials is on language in context, featuring key vocabulary and expressions. Information coordinates with interactive video activities to check comprehension, review signs, and focus on specific grammar features. PR: AMSL 1104

ITTP 1126 American Sign Language 6 3 hours
Continuing with the material on language in context, featuring key vocabulary, and expression. Information coordinates with interactive video activities to check comprehension, review signs, and focus on specific grammar features. PR: ITTP 1125

ITTP 1131 Sign-to-Voice Interpreting I 3 hours
Introduction to the profession of Interpreting, including re-view of ethical role, job opportunities, using all the"tools of the trade." Field trip included to interpreter job site to interview Deaf and interpreter. Videotapes used, various related association discussed. Extensive practice sessions videotaped and analyzed for improvement. Concentration on listening process. Strategies discussed for predicating sentence flow.

ITTP 1132 Sign-to-Voice Interpreting II 3 hours
Videotaped sessions with Deaf constructive comments. Interpreting practice sessions, increased use of proper cross-cultural communications. Use of elements to include attention to the source and the target language. Certification procedures practiced and analyzed from current videotaped information. Preparation for certification discussed. PR: ITTP 1131.

ITTP 1141 Voice-to-Sign Interpreting I 3 hours
Introductory exercises, showing with the use of example, the progression from Signing to Interpreting. Signs learned will be used in the interpreting setting. Lab activities will be included during class session.

ITTP 1142 Voice-to-Sign Interpreting II 3 hours
Using signs from ITTP 1126 and practice from tapes and Deaf guests on options for voicing for circumstances at different levels. Idioms discussed as to strategy for interpretation and how to arrive at decisions for translation choice. Lab activities will be during class session. PR: ITTP 1141.

ITTP 1151 American Sign Language Linguistics 3 hours
American Sign Language (ASL) comprehensive text explains in exacting detail the fundamentals of phonology, morphology, syntax, semantics, and the use of language as related to ASL. Each unit has been designed to stimulate class discussions and to reflect the evolutionary nature of all language.

ITTP 1152 Voice-to-Sign Transliteration 3 hours
Development of voice-to-sign transliterating skills used in educational and community settings. Introduction of English Sign Language and Pidgin Sign English.

ITTP 2201 Deaf Studies 3 hours
This course helps students to appreciate deaf culture, American Sign Language, and the deaf community as contributors to the heritage in the United States of America and broad.

ITTP 2204 Internship12 hours
Hours spent in the field during the week to follow class discussion of events. To include ethical issues, team interpreting, room setup, understanding the speaker, and other elements related to the interpretation experience. Internship students will have to apply agencies one semester before taking internship. Students will spend a minimum of 25 hours per week to fulfill the obligation of this practicum. PR: ITTP 2253.

ITTP 2233 Sign-to-Voice Interpreting III 3 hours
Videotaped sessions with Deaf constructive comments. Interpreting practice sessions, increased use of proper cross-cultural communications. Increase in receptive skills and able to speak properly with English grammar to interpret. PR: ITTP 1132

ITTP 2243 Voice-to-Sign Interpreting III 3 hours
Use of consecutive voicing. Use of videotape feedback. Deaf evaluation and feedback used. Voicing for Deaf, using various situations. Ability to use various modes of communication styles. Lab activities will be during class session. PR: ITTP 1152.

ITTP 2253 Pre-Internship 3 hours
Lecture in class session to prepare for internship. The lecture will include Code of Ethics by Registry Interpreter for the Deaf guideline. The students are required to have 20 hours mentor with a qualified or certificated interpreters before the students able to be an
Interpreter while they are enlist for internship course.

ITTP 2263 Legal & Ethical Aspects of Interpreting 3 hours
How to handle oneself in business settings. To be able to negotiate the elements basic to the interpretation process. How to deal with co-interpreters and team interpreting. Negotiating the circumstances of the work environment and signing system to be used. Discussion of need for code of ethics to guide decisions. Prepare for RID and National Interpreters Certificate (NIC) exams in writing and interpreting.

Interdisciplinary Studies

(School of Academic Studies)

INTR 1100. Race, Class, and Gender three hours
An introductory multicultural course which explores race, class, gender, ethnicity and the dynamics of their interrelationships in American society. Themes include personal identity, power, and change. Interdisciplinary approaches of the humanities and the social sciences include historic, psychological, sociological, economic, educational, and artistic.

INTR 2250 Interdisciplinary Practicum three hours
This course will provide opportunities to observe and interact in appropriate work environments at specific sites in each of the core disciplines: Aviation, Criminal Justice, EMS, and Safety. Sites to be included will be chosen by the program coordinators of the various disciplines, and may vary from time to time. The Practicum will involve a minimum of 20 hours at each of the four locations. PR: Major in Homeland Security. Required core class for the Homeland Security Degree Program.

INTR 2280. Empowering Leadership three hours
The purpose of this course is to help prepare students to assume increasingly responsible leadership roles of empowerment in their personal, professional, and academic lives. This interdisciplinary, student-centered course focuses not only on significant theories of empowering leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities in which students practice empowering leadership. The course is also a General Studies elective.

INTR 2281. Great Ideas of Leaders three hours
This interdisciplinary humanities course explores some of the most significant ideas of leaders and some of the ultimate human questions through history. Topics include the intersection of leadership with the heroic myth, the nature of government, justice, wealth, culture, the mind, poetics, ethics, good and evil, power and authority, concepts of nature, issues of faith, and values-based leadership. PR: INTR 2280.

Laboratory Assistant
(School of Health and Human Services)

LABA 1106. Basic Lab Skills two hours
This is a lecture course in the theory of basic laboratory skills and concepts and safety techniques. The course is designed to provide the student with entry level knowledge needed to pursue a career path as a laboratory assistant in a research or health care facility, including medical, college and industrial setting. Must have successfully completed or be currently enrolled in LABA 1107. Two hours lecture per week

LABA 1107. Basic Lab Skills one hour
The course is designed to provide the student with entry level skills needed to pursue a career path as a laboratory assistant. The course is intended to assist the student with mastering lab skills needed in a research or health care facility, including hospital, college, and industrial settings. Must have successfully completed or be currently enrolled in LABA 1106. Three hours of laboratory per week.

LABA 2206. Advanced Lab Skills Theory three hours
This course is designed to provide the student with knowledge in advanced laboratory skills in preparation for employment or further education. Ethical considerations of patient and client information and customer service will be explored. Patient specimen collection and processing, as well as coding and reporting of results and quality assurance and quality control of work completed will be stressed. Must have successfully completed or be currently enrolled in LABA 2207. Three hours lecture per week. PR: Successful completion of LABA 1106 and 1107 or approval of instructor.

LABA 2207. Advanced Lab Skills one hour
This course is designed to provide the student with advanced laboratory experience and training in preparation for employment or further education. Ethical considerations of patient and client information and customer service will be explored. Patient specimen collection and processing, as well as coding and reporting of results and quality assurance and quality control of work completed will be stressed. Must have successfully completed or be currently enrolled in LABA 2206. Three hours of laboratory per week. PR: Successful completion of LABA 1106 and 1107 or approval of instructor. Co-requisite.

Management
(School of Business)

MGMT 2209. Principles of Management three hours
The emphasis in the course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

MGMT 2214. Office Management three hours
Office management is the study of principles as applied to job analysis, production measurement, paper-flow analysis, office design, work allocation and scheduling, construction and use of procedures manuals, forms design, criteria for equipment acquisition, staffing, supervising and motivating employees, labor-management relations, employee benefits, and information distribution and retrieval technologies.

Marketing
(School of Business

MGMT 2204. Principles of Marketing three hours
A study of those business activities that direct the flow of goods and services from producers to consumers.

MGMT 2205. Salesmanship and Sales Management three hours
This course is a study of techniques appropriate to personal selling and managing sales people, both retail and contact. Students are given opportunities to construct and give presentations. PR: MGMT 2204.

Mathematics
(School of Academic Studies)

MATH 1101. Applied Technical Mathematics I three hours
This course is an introduction of fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot be used to satisfy the general studies math requirement. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher or MATH 0095, Elementary Algebra AND (b) one unit of high school geometry , Elementary Geometry and Trigonometry.

MATH 1102. Applied Technical Mathematics II three hours
This course is a continuation of MATH 1101. Topics covered include solving radical equations and polynomial equations, complex numbers, exponential and logarithmic functions, inequalities, and trigonometry. PR: Math 1101 with a "C" or better.

MATH 1107. Fundamental Concepts of Mathematics three hours
This introductory survey course is specifically developed to address the needs of a student's Liberal Studies requirements in mathematics. It is designed to strengthen computational skills, mathematical reasoning, problem-solving skills, and mathematical reading/communication skills while focusing on real-world problems. The mathematical topics may include critical thinking skills, sequences, set theory, probability, statistics, consumer mathematics, and the metric system. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher OR (b) MATH 0095, Elementary Algebra.

MATH 1110. Mathematics for Elementary Teachers I three hours
An introductory course in mathematical ideas, this course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course can-

not be used as math credit toward certification for teaching mathematics. Credit for this course does not count for the general studies requirement in science and mathematics. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher OR (b) MATH 0095, Elementary Algebra.

MATH 1111. Intermediate Algebra three hours

This is a course in techniques for performing operations on polynomial, exponential, and rational expressions and subsequently solving linear and quadratic equations and inequalities. Equations and inequalities using absolute value and function notation are also covered. This course cannot be used as mathematics credit toward certification for teaching mathematics or for the general studies requirement in mathematics. PR: (a) One unit of high school algebra and a Math ACT score of 19 or higher OR (b) MATH 0095, Elementary Algebra.

MATH 1112. College Algebra three hours

This course includes a review of real numbers, algebraic expressions, equations and inequalities, graphing, matrix operations and properties, systems of equations, exponents and radicals, mathematical induction, binomial expansion, progressions, and related topics. PR: MATH 1111 OR high school algebra I and II with a Math ACT score of 21.

MATH 1113. Applied Statistics four hours

This course is an introduction to statistics with appropriate applications. Major topics covered are descriptive statistics, introduction to probability, binomial distribution, normal distribution, sampling and estimation, hypothesis testing, and regression and correlation. A problem solving approach and modern software will be used to study the normal, t, chi-square and F distributions. The course consists of three hours lecture and one one-hour laboratory per week. PR: (a) MATH 1102 or MATH 1112 OR (b) two units of high school algebra, one unit of high school geometry, and an ACT mathematics score of at least 21.

Mechanical

(See Fairmont State University Catalog)

Medical Laboratory Technology

(School of Health & Human Services)

MLAB 1101. Introduction to MLT one hour

MLAB 1101 is an introduction to the clinical laboratory sciences, including the historical development of the field , the significance of licensure, certification, registration, and accreditation, laboratory safety, and a self-study approach to medical terminology associated with the profession. Students will also learn basic techniques of venipuncture through lecture and practice in student laboratory sessions. One hour lecture per week. PR: Acceptance into the MLT program or permission of instructor. Fall.

MLAB 1103. Clinical Serology two hours

This course is designed to include basic immunology principles, theory and diseases related to antigen and antibody reactions and techniques. Laboratory methodology including serial dilutions will be performed. MLT majors have registration priority for this class. One hour lecture, two hours lab per week. Fall.

MLAB 1104. Urinalysis and Body Fluids two hours

Through a combination of lecture and laboratory experience, students will study the theory and techniques of analyzing urine and body fluids, including the clinical significance of these analyses. One hour lecture and two hours lab per week. PR: MLAB 1101 and BIOL 1170. Spring.

MLAB 1105. Laboratory Mathematics and Instrumentation three hours

This course is designed to familiarize students enrolled in Medical Laboratory Technology with practical aspects of the Clinical Laboratory. Through a combination of lecture and laboratory experience, students will be exposed to laboratory calculations, quality assurance, safety, manual and automated instrumentation, including sample analysis, patient and quality control validation, and patient and quality control charting. Two hours lecture, two hours lab per week PR: Completion of MLAB 1101 and acceptance into the MLT program. Spring.

MLAB 1160. Clinical Microbiology I four hours

This course is an introduction to the study of medically important bacteria and parasites. The biochemistry, genetics, and physiology of bacteria will be discussed as well as methods of cultivation, isalation, and identification of these organisms. Life cycles of parasites and methods of identification will be studied. PR: BIOL 1170, CHEM 1101 or CHEM 1105, MLAB 1101 and MLAB 1103. Two hours lecture and four hours lab per week. Spring.

MLAB 1180. Immunohematology four hours

This course is designed to incorporate theory, principles, applications and reactions of antigens and antibodies associated with the red blood cell. Blood typing, blood donation, transfusion reactions, genetics, hemolytic disease and quality control will be covered utilizing laboratory methodologies, case studies, and computer tutorials. Three hours lecture and three hours of laboratory per week. PR: MLAB 1101 and MLAB 1103. Spring.

MLAB 2218. Hematology four hours

This course is designed to provide the student with an understanding of the theory and principles in normal blood cell production, blood dyscrasias, and coagulation. Applications and techniques of measurement used in performing the complete blood count, coagulation studies, and special hematological procedures will be used in the laboratory. Nine hours lecture and nine hours laboratory per week. PR: BIOL 1170, MLAB 1101, MLAB 1103, and MLAB 1104. Summer I.

MLAB 2219. Clinical Microbiology II four hours

This course is a study of bacterial, fungal, and viral disease agents which includes the clinical laboratory methods of cultivation, isolation, and identification of bacteria and fungi. Three hours lecture and three hours lab per week. PR: BIOL 1170, CHEM 1101/1102 or CHEM 1105/1106, MLAB 1101, MLAB 1103 and MLAB 1160. Fall.

MLAB 2220. Clinical Biochemistry four hours

This course is designed to address principles, procedures and disease states relating to the field of clinical chemistry. Abnormal laboratory results will be correlated to disease states using case studies. Laboratory safety, instrumentation, computer and laboratory information system use, and quality assurance will be stressed. Three hours lecture, three hours lab per week. PR: BIOL 1170, CHEM 1101/1102 or CHEM 1105/1106, MLAB 1101, MLAB 1103 and MLAB 1105. Fall.

MLAB 2221. Clinical Practicum I four hours

This course is designed to orient the students to the Clinical Laboratory. Students will be assigned to a major area of the laboratory (chemistry, hematology, immunohematology, or microbiology). Laboratory safety, specimen collection including phlebotomy, specimen processing and analysis, data acquisition, quality assurance and sample validation, instrument troubleshooting, sample reporting including calculations, charting and clinical correlation will be included. Clinical serology and urinalysis/body fluid techniques and objectives will be completed in the appropriate major department. PR: all MLT, MLAB 1101 through MLAB 2220. 154 hours laboratory.

MLAB 2222. Clinical Practicum II four hours
This course is a continuation of MLAB 2221. Students will be assigned to a second major area of the laboratory. Additional skills and increased competency levels in specimen processing and sample analysis, data acquisition, quality assurance and reporting will be included. Interpersonal relationships and basic techniques involving the major area of study will be emphasized. PR: MLAB 2221. 154 hours laboratory.

MLAB 2223. Clinical Practicum III four hours
This course is a continuation of MLAB 2222. Students will be assigned to a third major area of the laboratory. Additional skills and increased competency levels in specimen processing and sample analysis, data acquisition, quality assurance and reporting will be included. Interpersonal relationships and basic techniques involving the major area of study will be emphasized. PR: MLAB 2222. 154 hours laboratory.

MLAB 2224. Clinical Practicum IV four hours
This course is a continuation of MLAB 2223. Students will be assigned to a fourth major area of the laboratory. Additional skills and increased competency levels in specimen processing and sample analysis, data acquisition, quality assurance and reporting will be included. Interpersonal relationships and basic techniques involving the major area of study will be emphasized. PR: MLAB 2223. 154 hours laboratory.

MLAB 2225. Seminar two hours
This course is designed to correlate the MLT students' didactic knowledge with their clinical experience. Guest lecturers, field trips, computer and CD assignments and community interaction will be used as teaching tools. PR: MLT student in final semester of program. Spring.

MLAB 2226. Clinical Case Studies two hours
This course is designed to enhance the critical thinking skills and communication skills necessary in the clinical laboratory. Through a combination of lecture and presentation experiences, students will be able to combine didactic and practical knowledge obtained in all MLT courses. Each student will present a clinical case study and critique the presentation of other students. PR: MLT student in final semester of program. Spring.

Nursing

(See Fairmont State University Catalog)

Office Administration
(School of Business, Aviation and Technology

OFAD 1100. Microcomputer Keyboarding three hours
This course is designed to teach the touch control method of the alpha/numeric keyboard for the microcomputer as well as the ten-key numeric keypad. This course includes development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, letters, reports, tables and interpretation of proofreader's marks. This course is open to all students.

OFAD 1199. Special Topics in Office Administration one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School Chair. Credits earned will be applicable as free electives in degree and certificate programs.

OFAD 2230. Introduction to Word Processing three hours
The course will present opportunities to explore microcomputer operations, computer software, and word processing applications. In addition, it will provide an overview of the concepts and terminology of computer operations, including some of the basic principles of word processing. Three hours lecture and discussion per week. PR: OFAD 1100, consent of instructor, or high school keyboarding courses.

OFAD 2232. Word Processing Applications three hours
The course will provide advanced applications on a microcomputer with emphasis on formulating standard documents and printing using various printers. PR: OFAD 2230.

OFAD 2233. Database Applications three hours
This course is designed to provide a foundation in the latest methods and systems of retrieving information in planning, organizing, and controlling integrated records retention systems in the electronic office. Simulated activities are designed to give students practice in microcomputer storage and retrieval utilizing appropriate software. May be used as a business elective.

OFAD 2240. Administrative Office Procedures three hours
This course is an integrated approach to the required procedures in a business establishment. The course provides information on business principles and promotes a high standard of office ethics. Content includes telecommunications, mail processing, records management, conference setting, travel arrangements, and office machine use including calculators, transcribers and reprographic equipment. PR: OFAD 2230.

OFAD 2241. Workplace Productivity three hours
This course is designed to allow the student to integrate the concepts and principles offered in the various disciplines of study within the Department of Office Administration. It will focus on the simulation and reinforcement of the major office applications found in suite software-word processing, electronic presentations, spreadsheets, and database. Students will participate in common office careers that use these applications to show the real-world significance of the software. In addition to computer applications, students will develop critical thinking and decision-making skills which are expected of today's office support personnel. PR: OFAD 2232, 2233, 2240, 2250, INFO 2220.

OFAD 2242. Professional Internship and Portfolio Development three hours
The purpose of this course is to allow students to bring business topics into focus by using all their collected business knowledge. This will be accomplished through completion of a portfolio that will demonstrate to prospective employers the student's career preparation. The student will also be required to complete a professional internship in the work place. A total of 140 hours of supervised work will be required. The importance of career and goal planning will be emphasized. PR: OFAD 2240 and/or instructor's consent.

OFAD 2250. Desktop Publishing three hours
A beginning course in Desktop Publishing which provides a foundation in the basic principles of page layout and design as well as typographical conventions, coupled with hands-on use of computer hardware and applications. Students will learn desktop publishing skills by completing several practical projects.

Philosophy
(School of Social Science)

PHIL 2200. Introduction to Philosophy three hours
A survey of the principal problems and theoretical responses, which have come from man's attempts to organize his experience and direct his existence. The thought of individual thinkers (as Socrates, Plato, St. Augustine, Bruno, Locke, Sartre, Heidegger, et al.) and schools of interpretation (rationalist, empiricist, pragmatic) are highlighted.

Physical Education
(School of Education/Health and Human Performance)

PHED 1100. Fitness and Wellness two hours
This course is designed to provide an opportunity for students to make intelligent choices concerning lifelong wellness and to achieve optimum levels of fitness through regular exercise, proper nutrition, weight control and stress management.

Physical Therapist Assistant
(School of Health & Human Services)

PHTA 1100. Introduction to Physical Therapy two hours
History of the physical therapy profession and survey of general physical therapy services. Legal and ethical requirements for the physical therapist assistant are introduced. The Americans with Disabilities Act and architectural barriers are studied. PR: Consent of program coordinator.

PHTA 1101. Patient and Professional Relationship two hours
Recognition of the reactions of the health care worker, patient, and family to illness and disability is discussed. The influence of race, class, age, ethnic origin, and gender on the physical therapist assistant and patient relationship is explored. The stages of adjustment to disability and death and dying are described. Communication skills between PTA, patient, family, and other health care providers are developed. PR: PHTA 1100; Consent of program coordinator.

PHTA 1102. Introduction to Patient Care three hours
An introduction to basic patient care procedures such as positioning, transferring, ambulating, dressing, fitting ambulation aids, and taking vital signs. Universal Precautions, isolation, and aseptic principles will be presented. Skills in basic note writing will be developed. PR: PHTA 1100; consent of program coordinator.

PHTA 1103. Techniques I three hours
This course includes the lecture and lab study of thermal agents, compression, and massage. Skills in surface anatomy and goniometry are developed. Upon completion, students are able to correctly and safely apply these techniques in a laboratory setting while assessing the physiologic response and observing indications and contraindications. Note writing skills are further developed. PR: PHTA 1100.

PHTA 1104. Techniques II two hours
Therapeutic modalities are continued. Topics include electrical stimulation, traction, and manual muscle testing. Upon completion students can safely and effectively apply these techniques in a laboratory setting, write appropriate progress notes, and demonstrate knowledge of the physiological principles involved. PR: PHTA 1103.

PHTA 1105. Kinesiology three hours
This course provides a study of human movement and related mechanical principles. Topics include detailed musculoskeletal anatomy and physiology. Upon completion, student will be able to analyze a functional task and identify component joint motions and muscle actions. PR: PHTA 1100.

PHTA 1106. Clinical Education I one hour
Initial clinical experience for students. Forty hours spaced throughout the semester introduces the various settings of a physical therapy practice - acute care, transitional care, out-patient clinic, home health, skilled nursing facility, rehabilitation unit, and the school system. The student may participate in the clinic's activities only if their skills have been checked-off in the course laboratory setting. PR: Consent of the Clinical Coordinator.

PHTA 1108. Clinical Education II two hours
A concentrated ten day, eighty hour clinical experience dedicated to modality application and the study of goniometry and manual muscle testing. The student will be assigned to a clinical setting that utilizes the modalities studied. The student will begin to assess patient response to treatment and be prepared to adjust the therapeutic intervention accordingly. PR: PHTA 1104; Consent of the Clinical Coordinator.

PHTA 2200. Techniques III four hours
The principles and techniques of therapeutic exercise will be introduced. Topics also include gait analysis, posture assessment, and chest physical therapy. Upon completion the student will plan, implement, and assess the response to an exercise plan in a laboratory setting. PR: PHTA 1104.

PHTA 2201. Techniques IV four hours
The dysfunctions caused by and intervention strategies for musculoskeletal disorders, amputations, wounds, and burns will be examined. Upon completion, the student will be able to combine previously and newly learned procedures and strategies to carry out an orthopedic care plan in a laboratory setting. PR: PHTA 1104.

PHTA 2202. Techniques V four hours
The dysfunctions caused by and intervention strategies for peripheral and nervous system disorders will be examined. Upon completion the student will be able to combine previously and newly learned procedures and strategies to carry out a neurologic care plan in a laboratory setting. PR: PHTA 1104.

PHTA 2204. Clinical Education III three hours
This rotation consists of one hundred twelve hours over a three week period that will allow the student to begin the process of working within the physical therapy Plan of Care. The emphasis will be to implement, develop, and progress a therapeutic exercise program for the patient to address the impairments of decreased range of motion, decreased strength, decreased endurance, or motor control deficit. PR: PHTA 2200, 2201, 2202; Consent of Clinical Coordinator.

PHTA 2205. Capstone Seminar two hours
This intense five week seminar examines the expectations for an entry level physical therapist assistant and focuses on preparation for clinical rotations and entry into the profession. Previously learned and new material relating to safety, plan of care, communication, professional behavior, and knowledge are tied to the role of the PTA. PR: PHTA 2204.

PHTA 2206. Clinical Education IV five hours
This five week, 200 hour clinical assignment allows the stu-

dent to apply all previously learned theory and skills to patient care in a clinical setting. Each student is assigned to a clinical center to perform physical therapy modalities and procedures on a variety of patients. PR: PHTA 2200, 2201, 2202; Consent of Clinical Coordinator.

PHTA 2207. Clinical Education V five hours

This final five week, 200 hour clinical assignment continues with the correlation of the classroom/laboratory experiences to patient care. The progression of the student's skills to "entry level" will be monitored closely. Each student is assigned to a clinical center to perform physical therapy modalities and procedures on a variety of patients. PR: PHTA 2200, 2201, 2202; Consent of the Clinical Coordinator.

Physics
(School of Science and Mathematics)

PHYS 1101. Introduction to Physics four hours

A three-hour laboratory period each week supplements the three lecture-recitation periods. Elementary principles of mechanics, sound, and heat are studied in this course. PR: One year of high school physics or one year of high school trigonometry; or MATH 1101-1102, or MATH 1115.

PHYS 1102. Introduction to Physics four hours

A continuation of Physics 1101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: Physics 1101. (Physics 1105, 1106 substitutes for Physics 1101, 1102 in all programs. Physics 1105, 1106 is calculus based and is a more appropriate level of study than Physics 1101, 1102 for science majors.)

PHYS 1105. Principles of Physics I five hours

Students are instructed in the elementary principles and calculus-based mathematical descriptions of matter and energy, including mechanics (linear and rotational motion, force, work and energy, harmonic motion), fluids, wave motion, and thermal physics. A three-hour lab period supplements a four-hour weekly lecture. PR: MATH 1185 or 1190 or TECH 2290, CR: MATH 1186 or 3315 or TECH 3300.

PHYS 1106. Principles of Physics II five hours

Students are instructed in the elementary principles and calculus-based mathematical descriptions of electricity and magnetism, light, optics, and modern physics. A three-hour lab period supplements the four-hour weekly lecture. PR: Physics 1105, MATH 1186 or 3315 or TECH 3300.

Political Science
(School of Social Science)

POLI 1101. Introduction to Global Affairs three hours

A survey course focusing on the major global issues facing the world today, such as energy, environment, economy, food, population growth, technology and information, war, peace, and human rights.

POLI 1103. American Government three hours

A survey of the American political system dealing with the form and function of the American federal system.

Psychology
(School of Social Science)

General Program

PSYC 1101. Introduction to Psychology I three hours

A general overview of the science of psychology. Topics include: science methodology life-span psychology; personality theory; consciousness, stress, health and coping; learning theory; psychological disorders; biopsychology; sensation, cognition and memory; and social psychology.

Safety
(School of Business, Aviation & Technology)

SFTY 1100. Safety and Environmental Components of Industry three hours

This course provides an introduction to OSHA and EPA regulations pertaining to general and construction industry record keeping, OSHA/EPA inspection, fire, chemical exposure, most frequent violations, and others.

SFTY 1150. Safety Management and Concepts in Accident Prevention three hours

This class provides an introductory examination of safety management principles with an emphasis on recordkeeping, hazard identification, product safety, and behavioral-based safety as related to accident prevention. PR: SFTY 1100, MATH 1101

SFTY 2210. Disaster Preparedness and Emergency Systems three hours

A study of the major elements of disasters and emergencies, including systematic and organized methods of preparedness planning for these events. PR: None.

SFTY 2250. Safety Law and Compliance three hours

This course is a study of federal and state regulations governing general industry and product safety with an emphasis on various legal problems related to OSHA and general industry. (OSHA 10 hour card is attainable upon completion of this class) PR: SFTY 1100

SFTY 2260. Fire Prevention three hours

This course is a study and examination of fire prevention, detection and suppression. The NFPA Lifesafety Code will be addressed as well as basic water supply and hydraulics including distribution systems.
PR: SFTY 1100, CHEM 1102

SFTY 2280. Construction Safety & Law three hours

This course is a study of federal construction regulations and the case law surrounding the construction industry. (OSHA 10-hour card is attainable upon completion of the course)
PR: SFTY 2250, MATH 1102

SFTY 2290. Industrial Hygiene and Toxicology three hours

This course covers the methods for anticipating, recognizing, evaluating and controlling exposures in the workplace while exploring the toxicological effects of contaminants on workforces. PR: SFTY 1150, MATH 1101, CHEM 1102, CR: SFTY 2250

SFTY 2291. Environmental Engineering Technology: Hazardous Waste four hours
This class provides a comprehensive study of federal/state regulations and legislation pertaining to the Environmental Protection Agency. Coverage shall include EPCRA, TSCA, RCRA, CWA, CAA as related to generation, storage and disposal of chemicals and waste in industry. PR: CHEM 1102, SFTY 2250

SFTY 2295. HazWOPER three hours
A study of emergency responses related to hazardous chemical/waste spills. This course will be taught in accordance with OSHA's 29 CFR 1910.120. Completion of the course can result in HazWoper Cerfitication. PR: None.

Science

SCIE 1199. Special Topics Varied hours

American Sign Language Communication Program
(School of Academic Studies)

AMSL 1101. Deaf Culture and History three hours
Introduction to the culture common to the Deaf through looking at their history of oppression starting in the 1800s up to the present time. Guest speakers will be brought in to give first hand experiences.

AMSL 1104. ASL Fingerspelling three hours
This course is to develop skill in expressive and receptive Fingerspelling and numbers, with emphasis on the proper form and use of the manual alphabet and numbers. Students will learn to fingerspell comfortably, minimizing carpal tunnel syndrome, and develop familiarity with recognition of Fingerspelling and numbers.

AMSL 1111. American Sign Language I three hours
Attention given to proper syntax and basic grammatical constructs. Over 500 signs used in course, made into conversations, enabling the student to express basic ideas. Non-verbal and pantomime use in language emphasized. Students must concurrently enroll in AMSL 1199. This course is an eight weeks class requiring 5 hours of lecture and 2 hours of lab each week.

AMSL 1112. American Sign Language II three hours
Continued sign vocabulary growth, with introduction to idiomatic phrases. Emphasis on use of classifiers, expression, body postures, and the signing space. To be taken in conjunction in with AMSL 1111. Students must concurrently enroll in AMSL 1199. PR: AMSL 1111. This course is an eight weeks class requiring 5 hours of lecture and 2 hours of lab each week.

AMSL 1113. American Sign Language IIIthree hours
Sign vocabulary is intensified. Use of familiar signs and the difference in meaning with the use of non-manual gestures. Full conversations using American Sign Language (ASL). Observance and utilization of naturalness, fluency, and functional appropriateness. Students must concurrently enroll in AMSL 1199. PR: AMSL 1112. This course is an eight weeks class requiring 5 hours of lecture and 2 hours of lab each week.

AMSL 1114. American Sign Language IVthree hours
Review of all signs learned. Local area signs learned from Deaf Comparison of ethnic influences. Slang, "home signs" and signs that have become obsolete will be discussed. Continuation of English idioms and the signs chosen to represent them. Students must concurrently enroll in AMSL 1199. PR: AMSL 1113. This course is an eight weeks class requiring 5 hours of lecture and 2 hours of lab each week.

AMSL 1120. Field Experience three hours
Students must attend to three professional workshops and write reaction papers. This
course also requires extensive readings in the professional literature.

AMSL 1130. Interpreting Theory three hours
A study of terminology, procedures and ethical professional considerations relevant to interpreting and transliterating. Topics include the Registry of Interpreters for the Deaf, Code of Ethics application, structuring the interpreting environment, communication assessment, human relation skills, historic developments, and current trends.

AMSL 1199. Laboratory zero hours
Students enrolled in AMSL 1111, 1112, 1113, and 1114 must concurrently enroll in AMSL 1199 to maintain their studying sign language. This lab meets two hours per week.

Sociology
(School of Social Science)

SOCY 1110. Introductory Sociology three hours
The course is built around selected sociological concepts to provide a general understanding of our modern society.

Speech Communication
(School of Fine Arts)

SPCH 1100. Introduction to Speech Communication three hours
Examines the theoretical foundations of speech communication through definitional analysis and examination of communication models, code elements, and ethical considerations pertinent to communication in our society. The course provides the opportunity for each student to participate in interpersonal and public speaking presentations to develop his/her skills in interacting with others in both the personal and professional arenas. This course is required of all B.A. and B.S. degree candidates.

SPCH 1103. Listening Skills one hour
This course focuses on the foundation techniques-behavioral, attitudinal and cognitive-which are used in effective listening. The course will examine also what is known about listening. Exercises designed to improve listening techniques and skill are included.

SPCH 1107. Speech Improvement three hours
Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for SPCH 1105 requirement. Offered spring semesters.

SPCH 2215. Nonverbal Communication two hours
This course examines the nonverbal components of speech communication. Concepts of the human body as a message carrier and the message characteristics of time, space, artifacts, and voice will be discussed. In addition, the functions of nonverbal communication as it affects relational interaction will be studied and researched.

Technology
(School of Technology)

TECH 1100. Technology and Society three hours
An analysis of the historical development of man and technology as antecedents of the technological society. Students will interact with the domains of technology through problem solving applications of engineering problems.

TECH 1101. Introduction to Technology three hours
This course is intended as a survey of the discipline of technology. The goal of the course is for the student to develop some measure of technological literacy and an understanding of the uniqueness of technology in human endeavors. Instruction will consist of lectures, media presentations, discussions, field trips, and class activities.

TECH 1104. Technology Design & Problem Solving three hours
This course provides incoming students with prerequisite knowledge and skills for required technology systems classes that follow. Students will study 1) philosophy, rationale, and current curriculum trends in Technology Education, 2) basic design/drafting techniques, 3) laboratory and machine tool safety practices, and 4) design and problem solving processes used in Technological career fields. Class methodology will include both lecture and applied experiences with tools, equipment, and processes of technology.

TECH 1150. Control Technology three hours
Control technology is a course that addresses mechanical, fluid, electrical, electronic and computer instrumentation used to regulate technical products and systems. Students will develop knowledge and skills of common control related components/devices and apply them to the solution of practical problems found in typical technology education settings. CR: MATH 1101.

TECH 1199. Special Topics one-three hours
A study of special topics of educational, technical, or industrial concern. PR: Consent.

TECH 2202. Transportation I four hours
A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: None.

TECH 2203. Manufacturing I four hours
This course deals with an introduction to the inputs, processes, and outputs of the manufacturing system. The methodology of the course will involve students with selected Research [Development and Production processes of the Manufacturing system. More specifically, each student will design and engineer a middle school or high school level product. They will then perform selected production planning, plant engineering, and quality control activities to prepare their product for mass-production. The results of these Research & Development and Production activities will be developed into camera ready copy production packets. Finally, each student will set up a production line for the class to mass-produce a limited number of their products, using jigs, fixtures, and/or other mass-production related tooling. PR: INFO 1100, MANF 1100, TECH 1104.

TECH 2204. Construction I four hours
This first course in construction is designed to acquaint students with the impacts of construction on society, basic concepts of architectural design, construction accouterment (materials, tools, and equipment), specifications and contracts, and processes involved in residential construction. Students will complete an historic timeline of construction and will deliver an oral presentation on a specific residential construction topic. Students will perform several traditional construction activities such as: materials testing, card structures, and a building a residential model. They will also complete an activity where they will study the impacts of construction on society. PR:TECH 1104, MANF 1100.

TECH 2250. History of Technology three hours
A survey course from prehistorical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education. PR: None.

TECH 2290. Engineering Analysis I four hours
Technical problem solution utilizing analytical geometry and calculus. Topics include: curvilinear motion, related rates, curve sketching, maximal and minimal problems; areas, volumes, centroids, and moments of inertia by integration. PR: Sophomore standing. MATH 1101 and 1102 with a final grade of "C" or better in each course and at least nine credits of technology courses.

TECH 2299. Special Topics one-three hours
A study of special topics of educational, technical, or industrial concern. PR: Consent.

Theatre
(School of Fine Arts)

THEA 1120. Theatre Appreciation two hours
This course examines the elements and components which create theatre. Students are encouraged to apply their knowledge in a critical appreciation of theatre. This class may be used to fulfill general studies requirements.

Veterinary Technology
(School of Health & Human Services)

VETT 1113. Introduction to Veterinary Technology three hours
The students will study veterinary laws and ethics, business and hospital management, and comparative anatomy and physiology. Various methods of medicating animals will be evaluated and practiced. The students will practice the care, handling, and restraint of the dog and cat. Two hours lecture and two hours lab per week. PR: Admission to the VT Program.

VETT 1114. Breeds and Breeding two hours
The students will be taught the various breeds of the dog, horse, cow, and, cat, breeding behavior, reproductive physiology, and nutrition. Two hours lecture per week. Open to all students. Fall Semester.

VETT 1116. Clinical Procedures five hours
The students will study and apply radiographic procedures, basic bandaging and external fixation techniques, surgical nursing, instrument and equipment care, and application of veterinary anesthesiology. The pharmacology of veterinary preanesthetics and anesthetics will be covered. Necropsy and tissue sampling techniques will be practiced. Three hours lectures and two two-hour labs each week. PR:VETT 1113, VETT 1114, and BIOL 1170. Spring Semester.

VETT 1122. Veterinary Pharmacology three hours
Drug laws and regulations are reviewed. The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. A survey of the biochemistry of metabolism and the role of nutrition in disease treatment is covered. Three hours lecture per week. PR:VETT 1113, VETT 1114 and BIOL 1170. Spring Semester.

VETT 1130. Animal Parasitology three hours

The life cycle, pathologies and management control techniques of the parasites of the common domestic animals will be studied. The laboratory techniques for diagnosing these parasites will be practiced. Two hours lecture and two hours lab per week. Open to all students.

VETT 1180. Exotic Animal Medicine two hours

This course is a survey of exotic animal types, suitability, and the care and handling of common exotic animals kept as pets in the home. Topics include selection criteria, health issues, care and feeing. Various animals will be studies and students will be given an opportunity to select an exotic for further research and reporting.

VETT 1181. Pleasure Horse Management two hours

This course will cover all aspects of pleasure horse care and handling. Students will form an appreciation of the complexities of house ownership, and the responsibilities of maintaining a healthy animal. Topics will include an overview of common breeds, nutrition, transport, health and care issues, and breeding.

VETT 1199. Special Topics in Veterinary Technology one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the Program Coordinator. Credits earned will be applicable as free electives in the degree and certificate programs. Arranged.

VETT 2210. Laboratory Animal Techniques I three hours

The current edition of the AALAS Manual for Assistant Laboratory Animal Technicians will be the guide for course material. The students will study the care, handling and restraint of common laboratory animals. The taxonomy of vertebrate animals is reviewed. Successful completion and six months clinical experience will prepare the student to take the ALAT certification examination by the AALAS. Two hour lecture and one, two-hour lab per week. Open to all students. Spring Semester.

VETT 2212. Health Management of Farm Animals four hours

The students will study the care, handling and disease prevention of farm animals. They will practice restraint and medication techniques. Interstate regulations and shipping documents will be reviewed. The common domestic breeds of the cow, horse, pig, sheep, and goat will be studied. Several field trips will be included. Two hours lecture and one two-hour labs per week. PR: VETT 2271. Fall Semester.

VETT 2217. Clinical Laboratory Procedures four hours

The students will study theory and practice the laboratory techniques for complete blood and urine analysis, vaginal cytology, analyses of transudate and exudate as related to clinical veterinary medicine. Three hours lecture and four hours lab per week. PR: VETT 2271. Fall Semester.

VETT 2219. Seminar for Veterinary Technicians two hours

This course is concurrent and interrelated with VETT 2272. It is designed to correlate the academic and applied techniques learned by the technician. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare a resume to complete the course requirements as well as an in-depth written scientific report. PR: VETT 2271

VETT 2222. Diseases of Domestic Animals four hours

The body's normal defense systems and their responses to pathology will be presented. Infectious, hormonal, traumatic, and toxicological diseases of domestic animals will be covered. Four hours lecture per week. PR: VETT 2271. Fall Semester.

VETT 2271. Veterinary Preceptorship I four hours

The student spends 160 hours working with a veterinarian for one summer term. The student will have the opportunity to function as a member of the veterinary staff. The student will be able to apply techniques learned in the classroom. PR: Completion of the first year of the Veterinary Technology curriculum.

VETT 2272. Veterinary Preceptorship II twelve hours

The student spends 360 hours in the spring semester working with a veterinarian. The student is expected to function as a full member of a veterinary staff. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom. PR: VETT 2212, VETT 2217, VETT 2222.

Directory

Higher Education Governance

Higher Education Policy Commission

The Higher Education Policy Commission was established by Senate Bill 653 enacted on March 19, 2000. The commission is responsible for developing, gaining consensus around and overseeing the implementation of a public policy agenda and for developing a master plan for higher education for the state. The commission is comprised of nine members, seven of whom are appointed by the Governor with the advice and consent of the Senate.

J. Thomas Jones	Huntington
Ron Stollings	Madison
Elliott G. Hicks	Charleston
John Hoblitzell, Chairman	Charleston
Shawn R. Williams, Vice Chairman	Clarksburg
Mary Clare Eros	Martinsburg
Kay H. Goodwin	Ripley
David L. Stewart	Charleston

Institutional Board of Governors

The institutional Board of Governors for Fairmont State College consists of nine members appointed by the Governor with the advice and consent of the Senate and a representative from the faculty, classified staff, and student body chosen by their respective groups.

Stephen R. Brooks	Fairmont
Larry Mazza	Clarksburg
Phil Reale	Glenville
Jim Griffin	Bridgeport
James E. Estep	Morgantown
Bob Kittle	Bridgeport
J. Richard Martin	Fairmont
Janice Denison	Fairmont
Connie Moore	Faculty Representative
Ann Lester	Classified Staff Representative
Josh Schrader	Student Representative

Institutional Board of Advisors

The institutional Board of Advisors for Fairmont State Community and Technical College consists of eleven members appointed by the Governor with the advice and consent of the Senate and a representative from the faculty, classified staff, and student body chosen by their respective groups.

Linda Aman	Lewis County
Mary Anderson	Clarksburg
Bruce Carter	Clarksburg
Michelle Casteel	Clarksburg
Dixie Copley	Fairmont
Jim Hunt	Clarksburg
Paul Jerrett	West Union
Glen Karlen	Elkins
Joann McCoy	Bridgeport
Roger Perdue	Farmington
Stan Pickens	Clarksburg
Charles Reese	Fairmont
Gerald Bacza	Faculty Representative
Kim DeMeister	Classified Staff Representative
	Student Representative

Administration and Staff

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Assistant Provost for Community & Technical College Richard McCormick, M.B.A.
Assistant Provost for Workforce Development and Off Campus Programs Dale R. Bradley, M.B.A.
Off Campus Programs, Director of Marilyn R. Wolfe, M.A.
Off Campus Programs, Director of Jeanie Hawkins M.A.
Weekend College, Manager of Jennifer A. Weist, M.S.W.
Dual Enrollment, Coordinator of Joyce Ross
Non Traditional Students, Coordinator of Frances S. Meredith, B.S
PRESIDENT OF FAIRMONT STATE UNIVERSITY Daniel J. Bradley, Ph.D.
Assistant to the President and Director of Communications Sarah L. Hensley, M.A.
ACADEMIC SERVICES/CIO, Vice President for Michael F. Burns, Ed.D.
Associate Vice President Maria C. Rose, Ed.D.
ADMINISTRATIVE AND FISCAL AFFAIRS, Vice President for Enrico A. Porto, B.S.
Financial Management Analyst Christopher L. Morgan, C.P.A., B.S.
ADMISSIONS, Executive Director of Enrollment Services Douglas J. Dobbins, M.A.
Director of Recruiting Operations Stephen L. Leadman, B.A.
Admissions Counselor Daniel C. Culliver, B.S.
Admissions Counselor Kimberly M. Patton, B.S.
Admissions Counselor Lyla D. Grandstaff, B.S.
ADVISING CENTER, Director of Pamela S. Stephens, M.A.
AFFIRMATIVE ACTION, Director of Sarah L. Hensley, M.A.
ATHLETICS, Director of. David W. Cooper, M.A.
CAREER SERVICES AND STUDENT EMPLOYMENT, Director of Sally V. Fry, M.S.
Support Services/Student Employment Ann M. Lester, B.A.
CENTER FOR TEACHING EXCELLENCE, Director of Nancy C. McClure, Ed.D.
ECONOMIC DEVELOPMENT, Director of
Center for Workforce Education, Manager of Michael K. Ross
FINANCIAL AID, Director of Sandra K. Bennett, M.S.
GASTON CAPERTON CENTER, Director of Timothy R. Oxley, M.A.
Counselor II David W. Young, M.S.
GRADUATE STUDIES, Dean of Harry R. Faulk, D.A.
HUMAN RESOURCES, Director of E. Stephen Leach, M.A.
INSTITUTIONAL ADVANCEMENT
Interim Vice President for Development and
Executive Director of Fairmont State Foundation Jean Ahwesh Kuremsky, M.S.
Director of Development and Alumni Relations John Aaron Ryan, B.S.
Associate Director of Development and Alumni Relations Sarah L. Sandolfini, B.S.
Director of Alumni and Development Records Cheryl L. Pack, B.S.
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Computer Center, Director of Edward E. Bock II, M.S.E.E.
Information Services, Manager of Barbara A. Fallon, Ed.D.
Administrative Systems Coordinator Kimberly D. Ranson, B.S.
LEARNING TECHNOLOGIES, Director of..... Roxann A. Humbert, Ed.D.
LIBRARY SERVICES, Director of Thelma Hutchins, M.L.S., MSLS
Cataloging Librarian Robert H. Hammonds, M.L.S.
Distance Learning Library Services Librarian William F. Grubb, M.L.I.S.
Reference Librarian David F. Matthews, M.L.I.S.
Reference and Interlibrary Loan Librarian. Sharon L. Mazure, M.L.I.S.
School Library Media Coordinator Beth A.Yoke, M.L.I.S.
Electronic Services Librarian Toru Chiba, M.L.I.S.
PHYSICAL FACILITIES, Director of Larry A. Lawrence, M.S.
PUBLIC RELATIONS, Director of Amy E. Baker, M.A.
REGENTS BACHELOR OF ARTS DEGREE, Coordinator of Janice D. Williams, M.S.
RESEARCH AND CONTRACTS, Vice President for Karl F. Burgher, Ph.D.
RESIDENCE LIFE, Director of John R. Omolo, M.S.
RETENTION, Director of Maria C. Rose, Ed.D.
ROBERT C. BYRD NATIONAL AEROSPACE EDUCATION CENTER, Director of Pieter H.Blood, M.S.
SAFETY AND SECURITY, Director of William V. Bickerstaff, M.S., C.H.S.T., C.S.P.
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Counselor II Kathy W. Stevens, M.S.

Disability Services Andrea Pammer
Multicultural Affairs, Director of
Student Activities, Coordinator for..... Laurie J. Johnston, B.S.
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STUDENT HEALTH SERVICE, Coordinator of Yolanda S. Kirchartz, B.S.N.
TEACHER EDUCATION, Dean of Ravic P. Ringlaben, Ed.D.
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Faculty

ALBANO, PATRICK (2004)
Assistant Professor of History
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ANDREW, ROBERT G. II (2002)
Coordinator/Assistant Professor of Emergency Medical Services Program
R.B.A. and A.A.S. Fairmont State College

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Chair, School of Business Avaition and Technology
Coordinator and Professor of Drafting & Design
B.S. California State College
M.A., Ed.D. West Virginia University

*BAKER, DANIEL S. (2001)
Assistant Professor of Aviation Technology
A.A.S. Community College of Air Force
B.S., M.S. Embry-Riddle Aeronautical University

BENEDETTI, DEBRA
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B.A., M.A. West Virginia University

BLOOD, PIETER H. (1994)
Director of the Robert C. Byrd National Aerospace Education Center
Associate Professor of Aviation Technology
A.A. Lane Community College
B.S., M.S. Oregon State University

*BOGGESS, LES E. (1997)
Coordinator of Criminal Justice
Assistant Professor of Criminal Justice
B.A. Fairmont State College

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Chair, School of Academic Studies
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Associate Professor of Learning Skills/Math
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B.S., M.A. West Virginia University

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Assistant Professor of Physical Therapy Assistant
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Coordinator/Associate Professor of Early Childhood
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Bachelor of Law, Kansas University
M.A. The University of Iowa
M.A. The University of Iowa

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Assistant Professor of Health Information Technology
AAS- Fairmont State College
B.A. Wheeling Jesuit University

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A.A.S. Fairmont State College
B.S. The Ohio State University
B.S. Fairmont State College
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*LOVETT, LESLIE (1990)
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M.S. SUNY at Buffalo

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Assistant Professor of Business
B.S. Steed College
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B.S., M.S. West Virginia University
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A.S. Fairmont State College

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M.L.A. Johns Hopkins University
Ph.D. West Virginia University

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B.S. Northrop Institute

YUAN, DONGGING (HOLLY)
Assistant Professor of Information Systems
B.S. Nanjing Normal University
B.S. Southeast University

*** Founding Faculty**

Emeriti Faculty and Staff

Paul E. Edwards Ph.D.
Professor Emeritus

Sister Marie Horvath, M.S.
Professor Emerita

Larry M. Lauffer, M.A.
Professor Emeritus

Sally Tarley, M.A.
Professor Emerita

Health Careers Affiliate Personnel

Health Information Technology Program

Sixty-three clinical affiliates located in West Virginia, Ohio, Maryland, and Pennsylvania are utilized for practicum experience. These sites include hospitals, clinics, physician's offices, veterinary hospitals, accounting firms, attorneys' office, nursing homes, behavioral health centers, prisons, home health agencies other agencies that use health information.

Medical Laboratory Technology Program

Fairmont Clinic, Fairmont

Donald H. Koppel, MD, Pathologist
Carla Johnston, BS, MT (ASCP),
Clinical Coordinator
Ronald Beckner, BS, MT (ASCP)
Rose Hall, MLT (ASCP)
Helen Moran, MLT (ASCP)
Sandy Prendergast, PBT (ASCP)
Kim Tennant, MLT (ASCP)

Fairmont General Hospital, Fairmont

Mark Inman, MD, Pathologist
Kimberly Cheuvront, BS, MT (AMT),
Lab supervisor
Kitty Carr, CLS (NCA)
Clinical Coordinator
Randall Spragg. MT (AMT)
Clinical Coordinator
Janet Crigler, MT (AMT)
Randy Darrah, BS, MT (AMT)
Jo Anne Kerekes, MT (AMT)
John McCormick, MLT (AMT)
Christina Parks, BS, MT (ASCP)

Grafton City Hospital, Grafton

Jeffrey Stead, MD, Pathologist
Chad Williams, BS, MT (ASCP)
Clinical Coordinator
Jean Dayton, MLT (ASCP)

Laboratory Corp. of America, Fairmont

David Moffa, PhD, Director
Jo Ann Van Meter, BS, MT (ASCP),
Clinical Coordinator

Louis A. Johnson VA Medical Center, Clarksburg

Milagros F. Ona-Sarino, MD, Pathologist
Sheila LeMasters, BS, MT (ASCP),
Clinical Coordinator
Frank Secreto, MT (VA)
Clinical Coordinator
Janet Baughman, BS, MT (AMT)
Barbara Burnett, CLA, (ASCP)
Larry Hebb, MT (AMT)
Lesa Plivelich, BS, MT (ASCP)
Patty Hammitt, MLT (VA)

Preston Memorial Hospital, Kingwood

Harry Taylor, MD, Pathologist
Dennis Sites, BS, MT (ASCP),
Clinical Coordinator
Melinda Anderson, MLT (ASCP)
Nancy Betler, BS, MT (ASCP)
Jean Bitely, MT, (ASCP)
Mary Ann Feather, BS, MT (AMT)
Kathleen Kline, BS, MT (ASCP)
Robin Tayman, POCT, WVHHS
Sheri Uphold, MLT (ASCP)

St. Joseph's Hospital, Buckhannon

Jeffrey Stead, MD, Pathologist
Michael Walton, BS, MT, (ASCP)
Clinical Coordinator
David Maxwell, MLT (ASCP)
Gayle Rowan, MLT (ASCP)

Stonewall Jackson Memorial Hospital, Weston

Gerald Wedemeyer, MD, Pathologist
Pamela Thompson, BS, MT (ASCP),
Laboratory supervisor
Clinical Coordinator
Paula Merrified, MLT (ASCP)
Carol Smith, MLT, (ASCP)

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Program Medical Director
Chinmay Datta, MD, Pathologist
Gerald Wedemeyer, MD, Pathologist
Kimberly Koreski, MT (AMT)
Clinical Coordinator
Ralph Johns, BS, MT (ASCP)
William McElfresh, BS, MT (ASCP)
Sue Miller, MLT (ASCP)
Trisha Owens, MLT (WV)
Lori Watson, BS, MT (ASCP)

The Washington Hospital, Washington, PA

Alden McBee, MD Pathologist
Cynthia Garlisi, BS, MT (ASCP)
Laboratory Supervisor

Advisory Committees

Accounting:

Ruth Ann Burns	Burns Accounting
Jack Fraser	Tetrick and Bartlett
Joyce Hamilton	Wilson Ford
David Morris	Parks, Foster, & Morris PLLC
Jim Poling	Doak, Cuppett & Poling a.c.
Suzanne Price	Student

Administrative Support:

Barbara Core	Marion County Circuit Clerk
Laura Narog	WVHTC
Cyndee Sensibaugh	Student
Sandy Stewart	Kelly Services
Sally Tarley	Fairmont State College
Ann Vosniak	Acordia of West Virginia

General Business/Management Marketing:

Robin Asbury	WV Workplace Education
Rosemary Bonasso	Student
Carol Dubray	Pratt & Whitney Services Inc.
M.E. Gamble	Small Business Development Center
Aaron Hawkins	WesBanco
Ralph Jenkins	Fairmont ACMC
Nelson Keeler	NASA IV & V
Jim Kettering	Edward Jones
Mike Lawson	Alcan
Brian Martin	Winner's Choice
Kim Pellillo	BB&T
Charlie Reese	Marion County Chamber of Commerce
Howard Spurlock	WDTV
Tara Stevens	Fairmont General Hospital
Monica Stutler	WVHTF
Diana Yanero	Student

Information Systems:

Gregg Baer	Bombardier Aerospace
Mike Carr	Computer Companion
Michael Martino	Cisco Systems
Eddie Parker	Institute for Scientific Research
Jessica Ray	Student

Criminal Justice:

Jack Clayton	Chief of Police, Bridgeport, WV
Theodore (Ted) Offutt	Chief of Police, Fairmont, WV
Junior Slaughter	Sheriff, Marion County, WV
Gary Gaskins	Lieutenant, West Virginia State Police
Robert Arnold	Regional Director, WV Division of Corrections
Brian Bledsoe	Warden, Federal Correctional Institute, Glenville, WV
Designated Representative	Federal Bureau of Investigation
Designated Representative	National White Collar Crime Center

Dance

John Drydon	Dryden Dance Studio
Judy Hatton FISTD, Hon	National Dance Council of America
Curt Holman	Brigham Young University
John Kimmins	Arthur Murray, Inc.
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Lonnie Fluharty	Allegheny Power System
Mike Martin	F.K. Everest, Inc.
Gene Legg	Alcan Aluminum
Gary Schulty	Dominion Resources

Early Childhood:

Helen Post Brown	Sunbeam Child Care Center
Sarah Hensley	Fairmont State College
Marlene Morris	Fairmont State College Student
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Ann Nutt	Governor's Cabinet on Children and Families
Julie Pearse	Previous Adjunct Faculty
Sandra Petry	Fairmont State College Laboratory Preschool
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Emergency Medical Services:

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Robert Andrew, EMT-P	Fairmont State Community and Technical College
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Susie Cevecheko, R.N.	Broaddus Hospital
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Shelly Cottrill, R.N.	Braxton County Memorial Hospital
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Carolyn Doerr, R.N.	West Virginia University Hospital
Gail Dragoo, Program Director	WV EMS TSN Inc.
Michael Hartzog, M.D.	Marion County Medical Director
Shawn Keenan, R.N.	Monongalia General Hospital
Rodney Kimble, EMT-P	Supervising Paramedic
Jerry Koon, EMT-P	William Sharpe Hospital
Carolyn Lesome	Marion County Fire Rescue
Laura Mathias, R.N.	St. Joseph's Hospital
Stephen McIntyre, EMT-P	Harrison County Emergency Medical Services
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Jonathan Newman, M.D.	EMS Program Director Fairmont State College
Charles Plum, Director	Mountaineer Ambulance Service
Glen Satterfield, EMT-P	Marion County Rescue Squad
Darlene Satterfield, EMT-P	United Hospital Center
Joanne Seasholtz, Ph.D. R.N.	Fairmont General Hospital
Violet Shaw, R.N.,CEN, EMT-P	Grafton City Hospital
Thomas Sirbaugh Jr. EMT-P	Supervising Paramedic
Fred Smart	Harrison County Bureau of Emergency Services
Dawn Spear, EMT-P	Bruceton Community Ambulance Service
	Office of the Chief Medical Examiner, N Region
Deborah Springer, R.N.	Davis Memorial Hospital
Anthony Teets, EMT-P	Monongalia County Emergency Medical services
Richard Todd, EMT-P	Salem Fire Department
Edward Utte, EMT-B	Paramedic Student
Kenny Watkins, EMT-P	Preston Memorial Hospital
Roger Willard	Monongalia Emergency Communications Agency

Health Information Technology:

Barbara Abbadini	Fairmont General Hospital
LaRonica Decker	Physician's Office Center
Vickie Findley	Fairmont State College
Nancy Zicafoose	Student
Phillis Gore	Valley Mental Health Center
Becky Lake	VA Medical Center
Amanda Lamm	Student
Rich McCormick	Asst. Provost, Community and Technical College
Leslie Miele	WV IS Department
Kim Raines	University Health Associates
Beverly Ellis	Monongalia General Hospital
Tina Williams	United Hospital Center

Interpreter Training:

Ruby Losh, Coordinator	Fairmont State Community & Technical College
Blair Montgomery, President	Fairmont State Community & Technical College
Rich McCormick, Provost	Fairmont State Community & Technical College
Jean Bolyard, Chair of Academic Studies	Fairmont State Community & Technical College
SanDee Kiger, Adjunct	Fairmont State Community & Technical College
Janelle St. Martin, Adjunct	Fairmont State Community & Technical College
Eileen Brown, Adjunct	Fairmont State Community & Technical College
Roy Forman, Adjunct	Fairmont State Community & Technical College
Deanna Stone, Executive Director	WV Commission for the Deaf and Hard of Hearing
Pierre Sevigny, Board Member	WV Commission for the Deaf and Hard of Hearing
James Ennis, Deaf Representative	Rivesville, WestVirginia
ASL Club President	Fairmont State Community & Technical College

Medical Laboratory Technology:

Alan Cashell, MD	Davis Memorial Hospital
Carla Johnston, MT (ASCP)	Davis Memorial Hospital
Donald Koppel, MD	Fairmont Clinic
Ronald Beckner, BS MT (ASCP)	Fairmont Clinic
Robert McCo, MD	Fairmont General Hospital
Kitty Carr, MT (AMT)	Fairmont General Hospital
Kimberly Chevrount, MA, MT	Fairmont General Hospital
Marjorie Higins, MBA MT (AMT)	Fairmont General Hospital
Randy Spragg, MT (AMT)	Fairmont General Hospital
Chad Williams, MT (ASCP)	Grafton City Hospital
Lisa Goldberg, Bs, MT (ASCP)	Institute for Transfusion Medicine
David Moffa, PhD	Laboratory Corp of America
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Wilma Franco, MD	Louis A Johnson VA Medical Center
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Frank Secreto, MT (ASCP)	Louis A Johnson VA Medical Center
Dennis Sites, MT (ASCP)	Preston Memorial Hospital
Dr. Jeffery Stead, MD	St. Joseph's Hospital
Michael Walton, MT (ASCP)	St. Joseph's Hospital
Gerald Wedemeyer, MD	Stonewall Jackson Memorial Hospital
Pamela Thompson, MT (ASCP)	Stonewall Jackson Memorial Hospital
Paula Layman, MLT (ASCP)	Stonewall Jackson Memorial Hospital
Alden McBee, MD	The Washington Hospital
Cindy Garlisi, MT (ASCP)	The Washington Hospital
Barb Schumacher, MT (ASCP)	The Washington Hospital
Cordell DeLaPena, MD (Pathologist)	United Hospital Center
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Leslie Lovett, MS, MT (ASCP)	Fairmont State Comm. & Technical College
Richard McCormick, Assistant Provost	Fairmont State Comm. & Technical College
Carla Hokanson, MLT (ASCP)	Graduate MLT Student
Pam Jones	Current MLT Student

National Aerospace Education Center:

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A. Oakley Brooks, Vice President	Government Relations
Greg Mudgett	Lockheed Martin
Dr. Leonard Colelli	Eberly College of Science and Technology
E. Scott Crossfield	U.S. House of Representatives
Eugene P. Deatrick, President	Deatrick & Associates
Rick T. Detrio	Director of Government Programs, MOVRC
Troy Jonas	Bombardier Aerospace, West Virginia Air Center
Richard Milburn	Northrop Grumman Corporation
Honorable Alan B. Mollohan	U.S. House of Representatives
Gary Smith	Pratt and Whitney Engine Services, Inc.
Carolyn Strock	Wood County Airport Authority

Physical Therapist Assistant:

Dr. Mary Mikowski, M.D.	Salem Family Practice
Dr. Paul Edwards, Dean of Instruction	Fairmont State Community and Technical College
Christine Freeman	Harrison County Senior Citizens Center
M. Paula Saunders	Early Intervention Specialist
Traci Bonsall, PTA	Nutter Fort, WV
Patrick Smith, PTA	Fairmont, WV
John Pulice	United Hospital Center
Eric Toothman, PTA	Louise Johnson, VA Medical Center
Joan P. Rine	United Home Health Service
Kaye Cottrill	UHC Transistional Care Center

Veterinary Technology:

Dr. Robert Havern	Fairmont State College
Dr. Jim Henderson	Fairmont State College
Anna Romano, RVT	Fairmont State College
Dr. Babette Simms	Fairmont State College
Dr. Gary Brown	Animal Care Center
Dr. Shelby Ford	Buckeye Run Veterinary Clinic
Dr. Rick Jenkins	Pineview Veterinary Hospital
Sherry Johnson, RVT	Audubon Animal Clinic
Beth Thomas, RVT	Waynesburg Animal Hospital
Kelly Summers	Student

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Correspondence Directory

Fairmont State Community & Technical College
1201 Locust Avenue
Fairmont, West Virginia 26554

Phone (304) 367-4000
West Virginia Toll Free Number (800) 641-5678
Hearing Impaired TDD (304) 367-4200
Homepage: http://www.fairmontstate.edu

Correspondence should be addressed as indicated below:

Admissions
For Admissions, College Catalog Requests Executive Director of Enrollment Services

Administrative and General College Policy President

Alumni Activities Director of Alumni Relations

Aviation/Aerospace Programs Robert C. Byrd National Aerospace Education Center
1050 East Benedum Industrial Drive
Bridgeport, WV 26330
Phone (304) 842-8300

Curricula, Faculty, Instruction, Summer Sessions Community & Technical College

EDGE Programs, Tech-Prep, School Liason Assistant Provost

Continuing Education and Workforce Training Assistant Provost for Work Force Development and Off-Campus Programs of Community & Technical College

College Fees Vice President for Administrative and Fiscal Affairs

Services for Students with Disabilities Disability Services

Housing Director of Residence Life

Multicultural Affairs Director of Multicultural Affairs

Publicity Director of Public Relations

Scholarships, Loan Information Director of Financial Aid

Section 504, Title IX, ADA Coordinator Assistant to the President

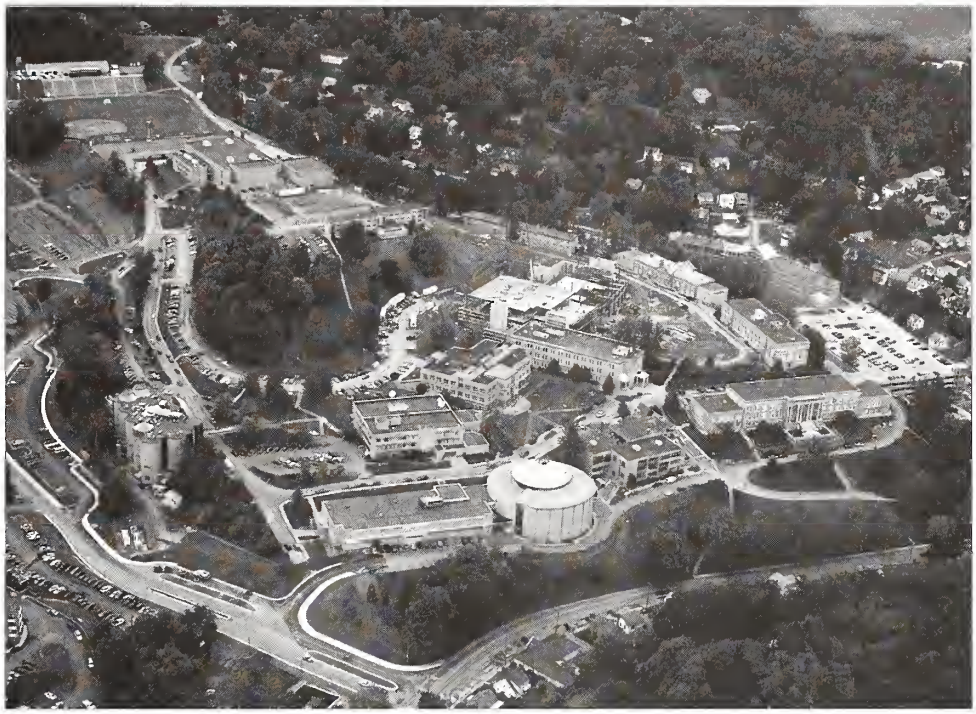
Visitors

Visitors are always welcome at Fairmont State Community and Technical College. A tour of the campus can be arranged, Monday through Friday at 10:00 a.m and 2:00 p.m., for persons who notify the College in advance. For additional information contact the Office of Admissions in Hardway Hall at (304) 367-4892.

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FAIRMONT STATE UNIVERSITY™

Undergraduate/Graduate

Catalog

Volume 119
Number 1
2004-2005

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2004 Fall Semester		2005 Fall Semester
Monday-Friday, August 16-20	Faculty Professional Development Week	Monday-Friday, August 15-19
Sunday, August 22	Residence Halls Open for New Students	Sunday, August 21
Sunday, Monday, Tuesday, August 22, 23, 24	Orientation	Sunday, Monday, Tuesday, August 21, 22, 23
Monday, August 23	Evening Classes (after4 p.m.) Begin	Monday, August 22
Monday, August 23	Scheduling for New Students	Monday, August 22
Tuesday, August 24	Scheduling for Returning Students	Tuesday, August 23
Wednesday, August 25	Daytime Classes Begin	Wednesday, August 24
Monday, September 6	Labor Day, No Classes	Monday, September 5
Friday, October 15	Mid Semester	Friday, October 14
Friday, October 15	Applications for December Graduation Due	Friday, October 14
Mon., Oct. 25 - Thurs., Nov. 18	Advanced Scheduling for Spring Semester	Mon., Oct. 24 - Thurs., Nov. 17
Monday-Friday, November 22-26	Thanksgiving Recess, No Classes	Monday-Friday, November 21-25
Monday, November 29	Classes Resume, 8 a.m.	Monday, November 28
Friday, December 10	Last Day of Classes	Friday, December 9
Monday-Friday, December 13-17	Final Exams	Monday-Friday, December 12-16
Saturday, December 18	Commencement	Saturday, December 17

2005 Spring Semester		2006 Spring Semester
Friday, January 14	Residence Halls Open	Friday, January 13
Friday, January 14	Scheduling/Orientation	Friday, January 13
Monday, January 17	Martin Luther King Day, No Classes	Monday, January 16
Tuesday, January 18	Classes Begin	Tuesday, January 17
Friday, March 11	Mid Semester	Friday, March 10
Friday, March 11	Applications for May Graduation Due	Friday, March 10
Monday-Friday, March 14-18	Spring Break, No Classes	Monday-Friday, March 13-17
Monday, March 21	Classes Resume, 8 a.m.	Monday, March 20
Friday, March 25	Good Friday, No Classes	
Monday, March 28 - Thursday, April 21	Advanced Scheduling for Fall Semester	Monday, March 27 - Thursday, April 20
	Good Friday, No Classes	Friday, March 25
Friday, May 6	Last Day of Classes	Friday, May 5
Monday-Friday, May 9-13	Final Exams	Monday-Friday, May 8-12
Saturday, May 14	Commencement	Saturday, May 13

2005 First Summer Semester		2006 First Summer Semester
Monday, May 23	Scheduling/Fee Payment/Classes Begin	Monday, May 22
Thursday, May 26	Applications for Summer Graduation Due	Thursday, May 25
Monday, May 30	Memorial Day, No Classes	Monday, May 29
Thursday, June 23	First Summer Term Ends	Thursday, June 22

2005 Second Summer Semester		2006 Second Summer Semester
Monday, June 27	Scheduling/Fee Payment/Classes Begin	Monday, June 26
Monday, July 4	Independence Day, No Classes	Tuesday, July 4
Thursday, July 28	Second Summer Term Ends	Thursday, July 27

Catalog Policy

It is the responsibility of students to be knowledgeable of official university policies and to meet all requirements in the Catalog. It provides the best possible current information on practices and intentions of the University. The University reserves the right to change provisions or requirements at any time to reflect curricular changes and administrative regulations and procedures. The Catalog is not considered a binding contract between the student and the University. It is for informational purposes only.

Students should keep informed of current degree, curriculum, and course requirements. The academic advisors and appropriate administrative offices of the University may be consulted for further information.

A student who enrolls at Fairmont State University shall follow the provisions of the catalog in use at the time of admission or any subsequent catalog, providing all of the subsequent catalog is adopted.

Students who have interrupted their schooling for more than one year will become subject to the provisions of the current catalog.

Policy on Equal Opportunity Affirmative Action

Fairmont State University is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the University provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

The University neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action who is the Section 504, Title IX, and ADA Coordinator, Room 222 Hardway Hall, telephone 304 367-4247.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. Students wishing to review their education records must contact the campus official in charge of the office in which the record is located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Fairmont State University community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions and Records, Student Services, Financial Aid, Business Office, academic schools and departments, academic advisors and athletic departments.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar's Office in writing.

The University may disclose academic information to parents of students by having parents establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. Dependency status may be established by the presentation of a certified copy of the parents' most recent federal income tax form listing the student as a dependent.

Drug-Free Awareness Program

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Fairmont State University has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries may be directed to the Assistant to the President or the Vice President for Student Affairs.

Services for Students with Disabilities

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Students with Disabilities, who is located in Student Affairs, if these services are desired. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class preregistration. For additional information refer to the brochure "Services for Students with Disabilities" available in Student Affairs.

Assessment of Student Academic Achievement

Fairmont State University is committed to providing quality educational opportunities and experiences for every student. While grades are one measure of student performance, grades do not provide the institution with the necessary data to ascertain the areas of the curriculum that are strong and areas that need improvement. Therefore, students attending Fairmont State University must participate in periodic assessment activities as directed by the University. Student assessment will normally occur at three critical times in the student's college career, 1) upon entering the institution for course placement and for gathering baseline data, 2) at the end of the sophomore year, and 3) at the end of the senior year. Assessment data may be collected at additional times at the discretion of the institution. The purpose of gathering assessment data is to monitor the quality of the academic programs and to improve, when necessary, the educational experience of students.

Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all U.S. Postal Service facilities and may be available at some high schools. The Selective Service System also provides information through a web site at http://www.sss.gov.

Introduction

The University

Fairmont State University operates under the authority of the Fairmont State Board of Governors and is governed by its president with the aid and advice of its Board of Governors, administrators, Faculty Senate, and Student Government.

The University offers courses of study leading to associate degrees in nursing and technology; baccalaureate degrees in the humanities, social and natural sciences, teacher education, business, technology, and fine arts; and select master's degree programs. Pre-professional study is available in several fields, including medicine, dentistry, law, pharmacy, architecture, engineering, and physical therapy. The University enrolls approximately 4,000 students.

Academic excellence and personal growth and fulfillment, the principal purposes of the University, are complemented by active fine arts, publications, and sports programs. Year-round contemporary film, lecture, and music series are important parts of the social and cultural calendar.

Facilities include Hardway Hall, the Administration Building, which traces its origins to 1915 when its cornerstone was laid and is included on the National Register of Historic Places.

In 1993 the University dedicated a new Education, Family and Consumer Science, and Health Careers building located on the main campus and the Robert C. Byrd National Aerospace Education Center in Bridgeport, a 40,000 square foot structure designed to provide programs essential to the aviation industry. In the fall of 1999, the University opened its new Gaston Caperton Center in downtown Clarksburg, a 36,000 square foot facility with classrooms, natural science laboratories, computer labs, conferencing areas, and a multipurpose room.

In the fall of 2004 the University dedicated a new 940 space Parking Garage and a new Residence Hall. Under construction is a new Student Center. Plans are also underway to construct a new Technology Building and a Center for Fine Arts.

The University has made a significant investment to upgrade and maintain its technology equipment, software, and infrastructure. Campus buildings are interconnected by fiber optic cabling with Internet access available in all classrooms, offices, labs, and residence halls. Also, a wide area network connects the Gaston Caperton Center and the Robert C. Byrd National Aerospace Education Center with the main campus.

Fairmont State University has preserved and honored its traditions. A one-room school museum on the campus recalls the days when the University served as a private teacher training school which began in 1865. The campus also houses the West Virginia Folklife Center.

Fairmont State became a state-supported normal school in 1867; seventy-six years later, in 1943, it was authorized to offer bachelor of arts and bachelor of science degrees. In 2004, Fairmont State College was granted university status.

The University's 115-acre campus with its nineteen major buildings is attractively located on a hill overlooking Locust Avenue, Route 19, in Fairmont, West Virginia. Approximately ninety miles south of Pittsburgh on Interstate 79, Fairmont, with a population of about 20,000, is the county seat of Marion County.

Philosophy and Objectives

Fairmont State University considers that its broad objective is to educate its students as intelligent and productive persons, capable of participating in and understanding the world of the twenty-first century. Accordingly, the University seeks to provide a suitable environment for free and responsible inquiry into the nature, sources and implications of human knowledge and culture; and it challenges students to promote their own intellectual, social and personal development.

The University faculty serves this objective by guiding students in acquiring knowledge and by maintaining a dialogue with them. The University fully supports the ideal of a well-educated society and upholds the academic freedom of its faculty and students, confident that the best interests of the community are served when the search for truth is imaginative and vigorous.

The University follows a liberal policy of student admissions and believes that it can help highly-motivated students to overcome many deficiencies in their academic preparation. Because academic standards are high, the Fairmont State University degree represents a level of achievement respected throughout the nation.

The University has a traditional interest in preparing teachers for public schools in West Virginia as well as in other states. Recognizing the importance of able teachers to a progressive society, it requires outstanding academic performance of its teacher candidates and offers them sound professional training for elementary and secondary teaching.

Drawing many students from its immediate vicinity, the University welcomes the enthusiastic support it receives from Fairmont and surrounding areas. In return it participates actively in community projects, shares its programs and facilities with the public and serves the community as a center of information and culture.

Specifically, the mission of Fairmont State University is to provide programs needed by those in its geographic service area to the extent permitted by its financial and human resources and its assigned role in the state's system of public higher education. This mission is accomplished by meeting these objectives:

- Offering a broad range of traditional baccalaureate degree programs in the arts and sciences, teacher education, and business administration.
- Providing opportunities for occupationally oriented baccalaureate study through expansion of existing industrial technology programs and the development of additional career-related curricula.
- Bringing selected University study opportunities into communities in the University's service region through the use of the mass media, regional educational centers, external degree programs, and other forms of nontraditional study.
- Encouraging a broad segment of the populace, including various age groups and the economically deprived, to avail themselves of educational opportunities.
- Serving the greatest number of students by holding University costs at the lowest possible level and providing financial support to those who need it to gain equal access to higher education.
- Relating the breadth of the curriculum to the availability of appropriate employment opportunities and the needs of business, industrial, and public service agencies in the University's service area.
- Offering continuing education programs to provide career updating, cultural enrichment, and personal skill development.
- Providing advisory, counseling, and placement services to enable students to make satisfactory decisions about academic and personal problems and to make successful career and employment choices.
- Offering a variety of cultural, recreational, and social activities to complement academic pursuits.

Accreditation

Of great importance to the reputation of a university is how it ranks scholastically with other universities. Accreditation means that a university has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilities, library, equipment, and laboratories.

To assure its stature and academic excellence, a university obtains accreditation from both regional and national agencies and joins certain accrediting organizations.

Fairmont State University is accredited by The Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, (800) 621-7440.

The Teacher Education program is approved by the West Virginia Board of Education and accredited by the National Council for the Accreditation of Teacher Education. In addition, selected teaching specializations are nationally approved by their respective learned society and/or professional organization.

Selected programs in the School of Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700. The following programs are currently accredited by TAC of ABET: A.S. and B.S. Civil, A.S. and B.S. Electronics, and A.S. and B.S. Mechanical Engineering Technology.

The A.S. Nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing Accreditation Commission, the B.S. Nursing program is accredited by the Commission on Collegiate Nursing Education.

The University is also a member of the American Association of Colleges for Teacher Education, the American Association of State Colleges and Universities, American Council on Education, National League for Nursing, and American Library Association, West Virginia Library Association, West Virginia Press Association, and American Association of Community Colleges.

The Mission Statement of Fairmont State University

Fairmont State University, a comprehensive, multi-site, selective institution, offers a quality education in a diverse and supportive learning environment that fosters individual growth, professional and career development, lifelong learning, global understanding, and a commitment to excellence in academic and community pursuits. Serving the citizenry of north central West Virginia and beyond, Fairmont State University is a student-centered institution of first choice among students who desire a flexible and relevant learning experience. The University provides a well-rounded education, enabling students to gain the knowledge and skills needed for self-fulfilling, responsible citizenship and employability in a rapidly changing global environment.

The University concentrates its energies and resources on its students, many of whom are the first generation of their families to attend college, adults returning or enrolling in higher education for the first time, and transfer students from community and technical colleges. The University, therefore, offers its diverse student body a wide range of programs, flexible scheduling and support services, all designed to foster success in the modern world. To strengthen intellectual development, all students pursuing a degree at Fairmont State University are engaged in a general education program, a body of coursework designed to expand their knowledge of civilization, society, scientific inquiry, and artistic expression while preparing them to think critically and communicate clearly. Through these studies, students also explore the interrelationships among disciplines and prepare for a lifetime of learning.

The University is committed to student learning and focuses its resources on programs that prepare students for careers and advanced education in West Virginia and beyond. Along with its significant history of teacher education, Fairmont State University provides a broad spectrum of degree options in business, fine and liberal arts, and social and natural sciences and offers programs with specialized accreditation in engineering technology and health careers. As a multipurpose institution, Fairmont State University provides seamless transitions from public schools, certificate programs or associate degrees to baccalaureate degrees. In keeping with its tradition of academic excellence, the University promotes graduate education by offering select graduate programs and by providing on-campus access to graduate programs of other institutions.

Fairmont State University is closely identified with its community. Partnerships with business and industry, public schools, government agencies and other organizations contribute to the economic, cultural, social development of the region. Through these community relationships and educational programs, the University fosters enlightened and productive citizenship in its immediate locale, the region and the world.

Desired Profile of a Fairmont State University Graduate

1. Students should acquire an informed appreciation of the arts, the humanities, and the social and natural sciences; they should become aware of the relationships of the academic disciplines among themselves and with broader social and ethical issues.

2. Students should develop competence in mathematics, oral and written communication, reading, and listening.

3. Students should acquire problem-solving skills to aid them in making decisions about personal values and career strategies. They should demonstrate proficiency in their major fields of study so as to be competitive in the job market or gain admission to respected graduate or professional schools.

4. Students should have techniques for coping with the vast amounts of information available in a rapidly changing society; they should accept the necessity and pleasure of lifelong learning.

5. Students should develop sensitivity in matters of social justice, accepting and appreciating ethnic or personal differences among individuals in our society. Students should maintain an ethical view that respects the life, property, opinions, and feelings of others.

6. Students should have the knowledge and attitudes that lead to physical health and well-being.

Admission

General Admission Procedure

Students seeking admission to Fairmont State University must file an application for admission. Applications and supporting credentials must be on file at least two weeks prior to the opening of a semester or term. All credentials submitted in support of an application for admission become the property of the University and will not be returned to the student. Any student admitted upon the basis of false credentials will be subject to immediate dismissal from the university.

Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date. Separate applications for residence halls must be submitted to the Office of Residence Life.

Any change in local address of any student at Fairmont State University must be reported to the Registrar.

The application for admission must specify the degree or program objective. Admission is granted to Fairmont State University for bachelor degree programs and to Fairmont State Community and Technical College for associate degree and certificate programs.

Admission to Fairmont State University does not guarantee admission to specific programs. Admission to specific programs may be restricted due to limitations of staff, physical facilities, and space available for practical experience training. The standards and procedures for admission to limited enrollment programs are presented later in this section.

Required Forms and Credentials

All students applying for admission to Fairmont State University degree programs are required to complete and submit the following forms and credentials:

1. Admission application form
2. Housing and financial aid request forms if applicable
3. Official high school transcript (except transfer students having more than 32 hours and a 2.0 average)
4. Official college transcripts (if student has transfer credit)
5. Official ACT or SAT scores
6. GED scores where applicable
7. Statement of Activities of educational and work experience if the student has been out of high school six months or longer.

The American College Test/ Scholastic Aptitude Test

Fairmont State University requires the American College Test (ACT) or Scholastic Aptitude Test (SAT) of all degree objective and certificate applicants for admissions with exception of students who have been out of high school for three years or longer. Those students may be required to take alternative tests for placement. All students are encouraged to take the ACT, for scores on the test are used in placing students in English and Mathematics, for scholarships and loans, and in academic advising. High school students are urged to take the test during their senior year. Financial aid applicants should take the test either during the summer prior to the beginning of the senior year, or on the October or December dates.

Immunization Requirement

All students under the jurisdiction of the Higher Education Policy Commission who were born after January 1, 1957, are required to provide proof of immunity to measles and rubella. Students are requested to provide proof of immunity on or before the date of enrollment.

Bachelor Degree Programs Admission Requirements

Admission to four-year bachelor degree programs is restricted to graduates of approved high schools who have a 2.5 high school grade point (GPA) and a minimum composite score of 17 on the Enhanced American College Test (ACT) or 830 on the Scholastic Aptitude Test (SAT) (these scores do not include the writing assessment; those will be looked at in addition to the previously mentioned composite scores.) There are possible exceptions to the above stated criteria on a case by case basis. Also, applicants must satisfy the following minimum high school unit requirements:

Units (Years)	Required Units
4	English (including courses in grammar, composition, literature)
3	Social Studies (including U.S. History)
3	Mathematics (Algebra I and at least one higher unit)
3	Laboratory Science (At least two units from Coordinated and Thematic Science 10, Biology, Chemistry, Physics and other courses with a strong laboratory science orientation)

	Strongly Recommended Units
2	Foreign Language

Elective Units

Remaining Units: It is recommended that the remaining elective units be chosen from subjects as computer science, fine arts, humanities, and keyboarding.

Special Admission for High School Nongraduates

Students who are not high school graduates may be admitted to Fairmont State University by passing the General Educational Development (GED) Tests and scoring at least a composite score of 17 on the ACT, 830 on the SAT, or comparable scores on the Compass placement tests. They must be veterans, or persons over 19 years of age, or persons past the age they would have been had they remained in high school until they graduated. Such persons must have been out of school more than one year preceding application for admission. GED results must be sent directly to the Office of Admissions from the testing center.

International Students

The application, deadline for the fall semester is June 1, spring semester, October 1; and summer semesters, March 1. Admission files must be complete six-weeks prior to the start of the semester. Admission application forms and credentials include:

a) an application for admission form;
b) a minimum TOEFL (Test of English as a Foreign Language) score of 500 paper or 173 computer;
c) officially certified credentials, TOEFL scores, and proof of financial support, submitted at least three months before the semester begins;
d) housing and financial aid request form, if applicable;
e) officially certified course by course English translation of high school transcript;
f) official college transcript, if applicable;
g) ACT (American College Test) or SAT (Scholastic Aptitude Test) scores if available;

h) health certificate;
i) proof of financial support; and
j) a brief résumé of educational and work experience if the student has been out of high school or college for more than a year;

All inquiries and admission materials are to be sent to the International Student Center, Room 308 Hardway Building.

Transfer Students

Any applicant for admission to Fairmont State University who has attended another institution of collegiate rank will be classified as a transfer student. The University does not, under any conditions, disregard college level work earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree if applicable. Transfer students must meet the admission requirements of Fairmont State University. They must provide evidence of good standing at the institution last attended, and must have maintained a 2.0 or better average on all college work previously attempted.

Credits and grades earned at any public institution governed by the Higher Education Policy Commission shall be transferable to Fairmont State University. Only credits will be counted toward the total hours needed for graduation.

Students transferring fewer than 32 hours must provide an official copy of the high school transcript and ACT or SAT scores, along with a copy of the college transcript. These students must also meet admission requirements of the program into which they are transferring.

Transferring Core Coursework

Students who transfer from one state college or university to another may transfer core coursework that will count toward fulfillment of liberal studies requirements at the receiving institutions.

A student may transfer up to thirty-two credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as liberal studies credits.

English Composition - 6 hours

ENGL	1104	Written English I	3
ENGL	1108	Written English II	3

Communication and Literature - 6 hours

SPCH	1100	Introduction to Speech Communication	3
ENGL	2220	Literature of the Western World I	3
ENGL	2221	Literature of the Western World II	3
ENGL	2230	Introduction to Literature I	3
ENGL	2231	Introduction to Literature II	3
ENGL	3391	The Short Story	3

Mathematics 3 - 4 hours

MATH	1107	Fundamental Concepts of Mathematics	3
MATH	1112	College Algebra	3
MATH	1115	Trigonometry and Elementary Functions	4
MATH	1190	Calculus I	4

Natural Science - 8 - 10 hours

BIOL	1105	Biological Principles I	4
BIOL	1106	Biological Principles II	4
CHEM	1101	General Chemistry	4
CHEM	1102	General Chemistry	4
CHEM	1105	Chemical Principles	5
CHEM	1106	Chemical Principles	5
PHYS	1101	Introduction to Physics	4
PHYS	1102	Introduction to Physics	4
PHYS	1105	Principles of Physics	4
PHYS	1106	Principles of Physics	4
GEOL	1101	General Geology	4
GEOL	1102	General Geology	4

Social Science - 9 hours

ECON	2200	Economics	3
ECON	2201	Economic Principles	3
HIST	1107	U.S. History I	3
HIST	1108	U.S. History II	3
HIST	2211	History of Civilization I	3
HIST	2212	History of Civilization II	3
HIST	2213	History of Civilization III	3
POLI	1103	American Government	3
POLI	2200	Introduction to Political Science	3
PSYC	1101	Introduction to Psychology	3
SOCY	1110	Introduction to Sociology	3
SOCY	1111	Introduction to Anthropology	3

Consortium Agreement

The Presidents of Glenville State College, Fairmont State Community & Technical College, Fairmont State University, and West Virginia Northern Community College have entered into a collaborative consortium agreement for our students. Basically, this agreement acts as a more direct process for transient students at the four institutions, allowing for enrollment to occur at two institutions at the same time. New students need to contact the Office of Admissions for information; current students need to contact the Registrar's Office.

Credit From a Junior or Community College

The maximum credit accepted from a Junior or Community College accredited by the North Central Association of Colleges and Schools or other regional accrediting association will not exceed 72 semester hours.

Regents Bachelor of Arts Degree

A student is admitted to the Regents Bachelor of Arts Degree Program by submitting the statewide application form to Fairmont State University. Admission to this degree program does not provide for automatic admission to other programs at Fairmont State University. Any student under the Regents degree program must reapply and meet all admission requirements when changing from the Regents Bachelor of Arts Degree objective to any other degree objective at Fairmont State University.

Admission Policy for All Teacher Education Programs

Admission to teacher education programs requires that students achieve acceptable scores on the Pre-Professional Skills Test (PPST). While students are permitted to take courses as freshmen, formal admission to teacher education is not normally initiated until the sophomore year. Freshmen who are interested in teacher education will be informed about the test battery, state minimum scores, costs, etc., in their initial professional education class, EDUC 2200. Students should plan to take the complete test battery in their freshman year. Students who fail to achieve acceptable scores on all areas of the test battery will not be formally admitted to teacher education, nor will they be permitted to enroll in the next courses in the sequence, EDUC 3350 or 3351, until they achieve acceptable scores and are eligible for admission to teacher education.

Students who have questions or need additional details should contact the Office of Teacher Education.

Advanced Placement

Advanced placement and/or credit will be granted to entering freshmen who have qualified on the basis of the tests of the Advanced Placement Program of the College Entrance Examination Board. Scores of three, four, or five are required.

Scheduling for Classes

All freshmen and transfer students who apply for admission may preregister during the summer preceding fall enrollment.

At the beginning of each semester or term, all students are expected to complete registration on the days designated for this purpose. While all students are expected to register on time, late registration periods are permitted with prescribed limits as set forth in the schedule. Late registration fees are assessed in accordance with the fee schedule cited under Special Fees.

Admission to College Level English and Math Courses

As a result of freshman assessment and placement standards adopted by the Higher Education Policy Commission, the following requirements must be satisfied before enrolling in college level mathematics and English courses.

English

Students may not enroll in English 1104 unless the minimum score prescribed below is earned on at least one of the following tests:

a. A score of 18 or above on the English section of the ACT.
b. A score of 450 or above on the verbal portion of the SAT-1.
c. A scaled score of 38 on the writing skills test of the ASSET.
d. A score of 71 or above on the writing skills test of the COMPASS.
e. A scaled score of 88 on the Sentence Skills test of the College Board's ACCUPLACER Testing System.
f. Satisfactory performance on a writing sample administered by each institution.

Students not meeting the above standards must successfully complete English 0097.

Mathematics

Students may not enroll in a mathematics course unless the minimum score prescribed below is earned on at least one of the following tests:

a. A score of 19 or above on the mathematics section of the ACT.
b. A score of 460 or above on the quantitative portion of the SAT.
c. A scaled score of 40 on the numerical test and 38 on the elementary algebra test of the ASSET.
d. A scaled score of 59 on the pre-algebra test and a scaled score of 36 on the algebra test of the COMPASS.
e. A scaled score of 85 on the arithmetic test and 84 on the elementary algebra test of the College Board's ACCUPLACER Testing System.

Students not meeting the above standard must successfully complete Math 0095.

Nonresident or Off-Campus Credit

One hundred (100) semester hours of the 128 required for graduation shall be completed in regularly scheduled Fairmont State University courses. The 28 hours of permissible nonresidence courses may be earned by extension, home study (correspondence), radio, television, special examination and/or military service. Credit earned in home study will be accepted only when earned in a regionally approved college. CLEP or ROTC credit are excluded from the above limitation.

Auditing Courses

Students may be permitted to attend classes as auditors if they obtain written permission from their advisor and instructors in the classes they want to audit. No student who enrolls in any class as an auditor may, in the same semester, be considered as enrolled in the class for the purpose of obtaining credit.

Auditors are required to complete the regular registration forms and pay regular fees.

Special Examinations for Course Credit

Students may earn course credit by special examination. To apply for permission for such an examination, applicants must be enrolled in the University or must have completed one semester or summer session in Fairmont State University. Applicants must first schedule an interview with the School chairman or department representative who will evaluate the student's background, experience, and qualifications to establish eligibility and give permission to take the examination. In order to gain college credit by special examination, students must demonstrate better than average proficiency on the examination, as determined by the examiner. Examinations will not be given for college courses in which students have previously received a grade other than "W."

Applicants must pay a fee of $22.00 per semester credit hour for each special examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.

Articulation Policy

Articulation between Fairmont State Community and Technical College and regional high schools and vocational-technical centers permits students to receive college credit for certain course competencies and Tech Prep programs of study completed at the secondary level. Students are permitted to enter college at their level of competency and avoid duplication of course work. Students should contact the Office of the Community and Technical College or their vocational- technical center for specific information concerning the articulation process.

Academic Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four semester hours credit, which may be used to satisfy Liberal Studies physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the Registrar.

Advanced Standing

Based on the high school record and performance on the ACT or SAT, the Registrar will determine eligibility for advanced standing and credit in English and foreign language as follows:

English-Students may receive three hours of college credit in English 1104 and may enroll in English 1108 if they present four units of high school English with no semester grade of less than a "B" and a standard score of 25 or higher on the English section of the Enhanced ACT or 610 on the English part of the recentered

SAT.

Foreign Language-Students who present one or more units of high school French or Spanish may enroll in French 1102 or Spanish 1102. Students who present two or more units of high school French or Spanish may enroll in French 2201 or Spanish 2201.

French or Spanish minor and French major-Students electing a minor in French or Spanish or a major in French may satisfy the elementary level requirement, French 1101 and 1102, or Spanish 1101 and 1102, by presenting two or more units of high school French or Spanish. These hours will not be recorded as college credit but will fulfill the requirement for the first six hours of the major or minor.

Advanced Placement Examination (AP)

Fairmont State University recognizes certain examinations of the College Board Advanced Placement Program. Students who participate in the AP program and wish to have their scores evaluated for credit should have their scores sent to Fairmont State University. The AP examinations are prepared by the College Board, and the papers are graded by readers of the Educational Testing Service, Princeton, New Jersey 08540. Students cannot receive credit for a score below 3 on any exam. Students who do receive credit will be assigned the grade of CR which is not calculated into the GPA.

Examination	Minimum Score	Credit Hours	Course Equivalent
Art (Studio)			
Studio Art- Drawing Portfolio	3	3	Elective
Studio Art - 2 Design Portfolio	3	3	Elective
Studio Art - 3 Design Portfolio	3	3	Elective
Art History	3	3	Elective
Biology	3	8	BIOL Electives
Chemistry	3	8	CHEM 1101-1102
Classics			
Latin: Virgil	3	3	Not Offered at FSU
Latin Literature	3	3	Not Offered at FSU
Computer Science			
Computer Science A	3	3	Elective
Computer Science AB	3	6	Elective
(6 units maximum for both tests)			
Economics			
Microeconomics	3	3	ECON 2202
Macroeconomics	3	3	ECON 2201
English			
English Composition and Literature	3	3	ENGL 2230
English Language and Composition	3	3	ENGL 1104
(9 units maximum for both tests)			
Environmental Science	3	4	Elective
Foreign Language			
French Language	3	6	FREN 1101, 1102
French Literature	3	6	FREN Elective
German Language	3	6	Elective
Spanish Language	3	6	SPAN 1101, 1102
Spanish Literature	3	6	SPAN Elective
Geography			
Human Geography	3	3	GEOG 2210
Government and Politics			
American	3	3	POLI 1103
Comparative	3	3	POLI 2200
History			
American	3	6	HIST 1107, 1108
European	3	6	HIST Elective
World	3	6	HIST 2211, 2212
Mathematics			
Calculus AB	3	4	MATH 1190
Calculus BC	3	4	MATH 1190
Statistics	3	3	PSYC 2240 or BUSN 3310 or SOCI 2240 or POLI 2240 or MATH 1113 or PSYC 2240
Music			
Theory	3	3	MUSI 1108
Physics			
Physics B	3	4	PHYS 1101
Physics B	4	8	PHYS 1101-1102
Physics C Mechanics	3	5	PHYS 1105
Physics Electricity and Magnetism	3	5	PHYS 1106
Psychology			
Introductory Psychology	3	3	PSYC 1101

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) provides students with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. Student can reduce the cost in time and money by successfully completing CLEP tests for credit. The CLEP exams are prepared by the College Board and administered by Fairmont State Community and Technical College. Students must achieve a minimum score of 50 to receive college credit. For additional information, contact the Student Affairs Office at 367-4836.

CLEP Examinations Accepted by FSU

CLEP Examination	FSU Course	Credit
Business		
Prin. of Macroeconomics	ECON 2201	3
Prin. of Microeconomics	ECON 2202	3
Prin. of Marketing	BUSN 2204	3
Prin. of Accounting	BUSN 2201/2202	6
Introductory Business Law	BUSN 3306	3
Prin. of Management	BUSN 2209	3
Chemistry		
Chemistry	CHEM 1101/1102	8
Composition/Humanities		
Eng. Composition w/essay	ENGL 1104	3
Humanities	ART 2255	2
Sociology		
Intro. To Sociology	SOCY 1110	2
History		
History of U.S. II	HIST 1108	3
Western Civilization I	HIST 1111	3
Western Civilization II	HIST 1112	3
Social Sciences/History	HIST 1112, / POLI 1103	6
Language		
French	FREN 1101/1102	6
Spanish	SPAN 1101/1102	6
Math		
College Algebra	MATH 1112	3
College Algebra – Trig.	MATH 1112/1115	3
College Math	MATH 1107	3
Political Science		
American Government	POLI 1103	3
Psychology		
Introductory Psychology	PSYC 1101	3

The Summer Session

Fairmont State University offers a ten-week summer session each summer. This session is made up of two terms of five weeks each. The requirements for admission and the character of the work offered are the same for the summer session as for the regular year.

All activities and facilities of the campus are available to students during the summer session. The student body is organized under its own leadership at the beginning of each session. A general program of social, recreational, and dramatic events is scheduled.

Televised Courses

Each semester, courses by television are offered that will satisfy degree or elective requirements. Student attendance is required at a minimum of five Saturday classes for orientation, review, and midterm and final exams.

Off-Campus Classes

Fairmont State Community and Technical College offers off-campus classes at Vocational Technical Centers and high schools throughout the 9 counties of North Central West Virginia. Coordination between on-campus full-time faculty and adjunct faculty who teach off-campus courses assures the same standards of quality as those offered on campus. Students may enroll in these courses and transfer earned credit to Fairmont State University. All off-campus classes are governed by policies and procedures in effect at Fairmont State Community and Technical College.

Academic Common Market

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the Office of the Associate Provost.

Expenses and Financial Aid

Resident Classifications

General

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or nonresident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and acted upon at least two weeks prior to registration and payment of tuition and fees. Students found to have made false or misleading statements concerning their residence shall be subject to disciplinary action and will be charged the non resident fees for each session therefore attended.

Residence Determined by Domicile

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residence is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of resignation must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

Minors

Minors are defined by the West Virginia Code §2-2-10 as persons under eighteen years of age. The residence of minors shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of unmarried and unemancipated minors. If the father and the mother have separate places of residence, minors take the residence of the parent with whom they live or to whom they have been assigned by court order. The parents of minors will be considered residents of West Virginia if their domicile is within the State.

Minor students who are properly admitted to an institution as resident students shall retain that classification as long as they enroll each successive semester.

Emancipated Minors

Emancipated minors may be considered as adults in determining residence, provided satisfactory evidence is presented that neither of their parents, if living, contribute to their support nor claim them as dependents for federal or State income tax purposes.

In the event that the fact of emancipation is established, emancipated minors assume all of the responsibilities of adults to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

Students Eighteen Years of Age or Over

Students eighteen years of age or over may be classified as residents if (1) the parents were domiciled in the State at the time the students reached majority and such students have not acquired a domicile in another state, or (2) while adults, students have established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that students must not be in the State primarily to attend an educational institution and they must be in the State for purposes other than to attempt to qualify for resident status.

Nonresident students who reach the age of eighteen years while students at any educational institution in West Virginia do not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

Students who are properly classified as residents at the time they reach the age of eighteen shall continue to be classified as residents as long as they enroll each successive semester and do not establish a domicile, or legal residence, in another state.

State Residents Sixty-five Years Of Age Or Older

Residents of West Virginia who are at least sixty-five years of age may attend class for credit or no credit if space is available. Eligibility will be determined based on appropriate documents reflecting age and residency. Participants will be admitted according to the process for "Special Students" outlined in Fairmont State University's admissions policies. Students may register anytime during or after the preregistration period designated for "All Other Students" and through the Regular and Late Registration periods. Appropriate dates and times will be published in the Schedule of Classes for each term. Participants may register for either on or off-campus courses.

Eligible participants may elect one of two options for enrolling at the University. Participants must identify themselves and choose an option at the time of registration. No Credit Option. Eligible participants will be assessed fifty dollars ($50) per course plus applicable fees, i.e., technology, laboratory, parking permits, when appropriate.

Credit Option. Participants electing to earn college credit will be granted a waiver of fifty percent (50%) of the normal tuition and fees for courses. Technology, laboratory, parking and other special fees will be charged at the regular student rate.

Change of Residence

Adult students who have been classified as out-of-state residents and who seek resident status in West Virginia must assume the burden of proving conclusively that they have established domicile in West Virginia with the intention of making their permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by persons' statements but also

by their actions. The designated institutional officer in making the determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia Driver's license. Additional items of lesser importance including transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the State. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that students are not self-supporting, that they are carried as dependents on their parents' federal or state income tax returns or their parents' health insurance policy, and that they customarily do not remain in the State when school is not in session.

Military

Individuals who are on active military service or employees of the federal government may be classified as residents for the purpose of payment of tuition and fees provided that they established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and have at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as residents of the State of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as instate residents for tuition and fee purposes.

Aliens

Aliens in the United States on a resident visa, or those who have filed a petition for naturalization in the naturalization court and who have established a bona fide domicile in West Virginia, may be eligible for resident classification provided they are in the State for purposes other than to attempt to qualify for residency status as students.

Former Domicile

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an instate residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

Appeal Process

The decisions of the designated institutional officer charged with the determination of residence classification may be appealed to the President of the institution. The President may establish such committees and procedures as determined necessary for the processing of appeals.

Payment of Tuition and Fees

The West Virginia law provides that: "No financial credit of any type shall be extended to any individual, either student or other, at any State College or Institution. All Colleges and Universities in the State Higher Education System shall operate strictly on a cash basis with all payments and obligations being collected in advance." The State Codes (laws) of West Virginia now permit the Colleges and Universities to enter into a deferred payment contract with its otherwise qualifying students for tuition only. Under this plan the student is required to pay a minimum of 60 percent during the registration period with the remaining 40 percent being due and payable before the end of the sixth week. There is a service charge equivalent to 18 percent APR on the unpaid balance. Ten days after the due date a late payment is charged in the amount of 5 percent or $5.00, whichever is less, plus a hold is placed on all records for non compliance. The student will not have completed the registration process until all fees, plus interest and/or any penalties have been paid in full. Fees can be paid with Visa/Mastercard and Am. Express.

Registration is not completed until a check covering payment of tuition, residence hall rent, board, and fees has cleared the bank upon which it was drawn. A late payment charge of $25 will be assessed after registration day; a $10 charge will be assessed on each check returned for "insufficient funds" unless the student can obtain an admission of error on the part of the bank. The Business Office shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Student records will not be released by the Registrar's Office for any student who has a delinquent financial obligation to the College.

All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from college, officially or unofficially, will not cancel any financial obligation already incurred. Additionally, failure to pay all financial obligations may result in debts being turned over to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.



Four-Year Baccalaureate College Tuition & Fees
Enrollment Fees Per Semester
On and Off Campus

	On Campus Resident	On Campus Non Resident	Off Campus Resident	Off Campus Non Resident
12 hours	$1,820	$3,937	$1,750	$3,867
11 hours	1,704	3,640	1,627	3,563
10 hours	1,550	3,310	1,480	3,240
9 hours	1,395	2,979	1,332	2,916
8 hours	1,240	2,648	1,184	2,592
7 hours	1,085	2,317	1,036	2,268
6 hours	930	1,986	888	1,944
5 hours	775	1,655	740	1,620
4 hours	620	1,324	592	1,296
3 hours	465	993	444	972
2 hours	310	662	296	648
1 hour	155	331	148	324

Graduate College Tuition & Fees
Enrollment Fees Per Semester
On and Off Campus

	On Campus Resident	On Campus Non Resident	Off Campus Resident	Off Campus Non Resident
9 hours	$1,969	$4,900	$1,900	$4,831
8 hours	1,768	4,376	1,704	4,312
7 hours	1,547	3,829	1,491	3,773
6 hours	1,326	3,282	1,278	3,234
5 hours	1,105	2,735	1,065	2,695
4 hours	884	2,188	852	2,156
3 hours	663	1,641	639	1,617
2 hours	442	1,094	426	1,078
1 hour	221	547	213	539

New Student Orientation Fee (Non-Refundable Fee) $120.00
Late Registration (Non-Refundable Fee) $25.00
Course Fee (per credit hour) $3.00
Aviation Technology Fee (per credit hour) $35.00

Residence Halls
Double Occupancy, Morrow, Pence, Prichard $1,340.00
Bryant Single $1,790.00
Bryant Double $1,520.00

Apartments
1 Bedroom (unfurnished) $425.00
2 Bedrooms (unfurnished) $590.00
2 Bedrooms (furnished) $640.00
3 Bedrooms (furnished) $960.00
Damage deposit one month rent plus $25.00 per person.
Last month rent is also required as a deposit.

Food Service

All residents of Morrow, Prichard, Pence, and Bryant Halls are required to purchase a meal ticket for use in the College cafeteria or snack bar located in the Student Center. Campus Dining Services offers several meal plans.

A. Falcon 19 Plan
(19 meals 7 days per week) $1,402 per semester
B. Falcon 15 Plan
(15 meals 5 days per week) $1,274 per semester

Other plans are available from Aladin Food Service. Contact Aladin at (304) 367-4119.

Damage Deposit

This fee, less charge for any damage, is returned at the end of occupancy period. $150.00

Key Deposit

This is returned when the student vacates the residence hall room and returns the key to the Residence Director
$2.00 per key.

Social Fee

The fee is to be paid when a student moves into a residence hall. It covers the cost of television cable, social activities, and various other expenses of the residence halls $11.00

Payment of Room and Board

Regular term payment of room and board and $150.00 damage deposit must be paid on or before registration day. Summer term payment of room, board, and a damage deposit for a summer term must be paid in full by registration day.

Residence Hall Reservations

Applicants for residence hall reservations must pay a $150.00 deposit at the time the application is filed with the University. (This amount is subject to change at any time). The deposit will be credited to the applicant's residence hall rent account. All applications must be filed with the Office of Residence Life. Residence halls are filled on a first applied basis.

Notice of cancellation of room reservations must be received by the Residence Life Office by June 1. Otherwise the total amount of $150.00 will be forfeited. (Exception: Should the applicant be denied admittance to the University, a full refund will be made without regard to dates.)

Students paying on-campus Tuition & Fees are entitled to participate in college activities and attend athletic events.

Cost of Each Summer Session

	WV Resident	Non-Resident
12 hours or more, full-time students	$1,820.00	$3,937.00
11 hours	1,704.00	3,640.00
10 hours	1,550.00	3,310.00
9 hours	1,395.00	2,979.00
8 hours	1,240.00	2,352.00
7 hours	1,085.00	2,317.00
6 hours	930.00	1,986.00
5 hours	775.00	1,655.00
4 hours	620.00	1,324.00
3 hours	465.00	993.00
2 hours	310.00	662.00
1 hour	155.00	331.00

*All fees subject to change

Special Fees (Non-Refundable)

Late Registration Fee $25.00
Graduation Fee (Inc. cap and gown) $40.00
Late Application for Graduation $60.00
New Student Orientation $120.00
Transcript Fee (First Transcript is furnished free) $5.00
(Priority Transcript Fee) $9.00
Special Examinations for course credit (per credit hour) ... $22.00
Late fee for Deferred Payment Plan 5% or $5.00 maximum

*The term "resident" refers to classification for fee purposes only.

Refund Policy for Tuition and Fees

A student who withdraws regularly from the University may arrange for a refund of fees, excluding special fees, in accordance with the following schedule. Refunds are determined from the first day of the school term, which begins officially with Orientation Week. The Official withdrawal date is certified by the Registrar.

Students who have paid in advance and cancel schedules prior to registration day will receive full refunds.

Students who pay fees on fall and spring registration days will be allowed to drop classes if doing so will result in a reduction of tuition. Classes may not be added or changed at this time.

Summer registration - Students will be permitted to preregister and pay in advance or to register and pay fees on registration day.

Semester Terms

During first and second weeks (beginning with Registration Day)	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

Summer Terms

Registration Day through the first three days of classes	90%
Fourth through sixth day of classes	70%
Seventh through ninth day of classes	50%
Beginning with tenth day of classes	No Refund

Fee Payments

Tuition and fees may be paid by cash or check, or by Visa, Mastercard, Discover, or American Express bank cards. Students have the option of paying 60 percent of their tuition and fees by Registration Day and 40 percent plus interest within six weeks. Students receiving financial aid must apply 100 percent of their aid prior to paying 60 percent of the balance due.

Non-Payment of Tuition and Fees

All outstanding balances resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from university, officially or unofficially, does not cancel financial obligations already incurred. Additionally, failure to pay all financial obligations may result in the account being sent to a collection agency. Collection costs, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance.

Financial Assistance

Financial aid in the form of scholarships, grants, loans, and employment is available to students who need assistance in meeting their higher education expenses. All funds are administered by the Financial Aid Office in compliance with institutional, state, and Federal guidelines.



Need Based Aid Philosophy Statement

1. Fairmont State University's primary purpose in awarding financial aid is to assist those students who without such aid could not attend.
2. It is the position of the University that parents have the first obligation to provide for the education of their sons or daughters. The second obligation falls upon the students (and their spouses where applicable) to contribute to their own education from personal earnings and assets, including appropriate borrowing against future earnings.
3. Within its available resources, the University attempts to meet the financial needs of its students. The total financial aid awarded a student shall not exceed the University budget or the student's need, as appropriate.

Scholarship Philosophy and Procedure Statement

It is the intent of Fairmont State University, as an institution of higher learning to promote and foster the highest degree of scholarship from its students. The University actively recruits students who have excellent academic records and recognizes and rewards those who continue to excel.

The objective of the University's scholarship program is to foster the recruitment and retention of a diverse student body with special talents. To accomplish this objective a variety of merit scholarships are developed with special criteria (ex.: Falcon Scholarships, Academic Discipline-Specific Scholarships, International Student Scholarships, Athletic Scholarships, etc.)

The University is ultimately responsible for final approval of scholarship programs and related policies and procedures. Further, various offices or committees are responsible for segments of the scholarship programs. The Fairmont State Foundation, Inc., through the auspices of the Fairmont State Foundation's Scholarship Committee, collaborates with the Office of Admissions and Financial Aid Office to explore new areas of scholarship development and expansion, and assist those interested in establishing new merit-based scholarships or enhancing currently established scholarship programs for Fairmont State University students. New scholarship programs are reviewed for consistency with institutional recruitment and retention goals and the scholarship philosophy statement, and must be reviewed and endorsed by the Faculty Senate Financial Aid Committee and approved by the President.

The University's Financial Aid Office also administers scholarship aid delivery for a wide range of externally-funded and managed merit and need-based scholarships received by Fairmont State students.

Sources of Financial Aid

The Financial Aid/Scholarship Brochure details all sources of financial aid offered by Fairmont State University and is available on the University's homepage at http://www.fairmontstate.edu.

Definition of an Academic Year

For Pell Grant and Direct Loan processing, the academic year at Fairmont State University begins with the fall, continues with the spring, and concludes with the summer term.

Procedures for Obtaining Financial Aid

1. Students must complete and submit an application for admission to the Fairmont State University Office of Admissions (new students only).
2. For full consideration of aid based on need, students must complete and submit the Free Application for Federal Student Aid (FAFSA) to the federal processing center by March 1. The FAFSA must be submitted annually.
3. For consideration of eligibility for academic scholarships, students must apply for admission to the University prior to February 1 and submit a scholarship application by February 1.
4. Students interested in aid for summer must complete a separate application which is made available in March.

Satisfactory Academic Progress for Federal Financial Aid

To receive funds administered by the Financial Aid Office at Fairmont State University, students must be making measurable academic progress toward completion of an eligible degree or certification. Federal regulations require evaluation of both quantitative and qualitative academic progress.

Effective fall 2003, the following guidelines will apply.

a) Cumulative Grade Point Average

0—32 total credit hours
minimum cumulative GPA 1.5

33—64 total credit hours
minimum cumulative GPA 1.75

65—above total credit hours
minimum cumulative GPA 2.0

Cumulative Grade Point Average Graduate Programs
minimum cumulative GPA 3.0

b) If the student's cumulative GPA falls below the minimum standard at the end of a grading period, the student receives a '"warning semester" during which aid continues. At the conclusion of the warning semester, the student's cumulative GPA must meet the appropriate minimum. In those instances where it does not, the student will no longer receive financial assistance.

c) All students enrolling at Fairmont State University for the first time (including transfers) will be considered to be meeting academic progress in the first semester of enrollment. However, in order to continue receiving financial aid, recipients must meet all requirements at the end of the first grading period at Fairmont State University or student will receive a "warning semester".

d) In addition to maintaining the overall GPA, a student must be making reasonable academic progress. A student must earn at least 67% of all hours attempted each semester at Fairmont State University (this calculation will be rounded to the closest whole number). This applies to the graduate programs as well. A student who does not earn 67% of all hours attempted in a semester will continue to receive financial aid during a "warning semester" but MUST earn 67% of all hours attempted in that semester of enrollment (summer enrollment is not considered in this assessment).

e) Students must complete their program of study within 150% of the number of hours required for the degree objective.

For a baccalaureate program of 128 hours, students must complete within 192 attempted hours.
For an associate program of 64 hours, students must complete within 96 attempted hours.
For a certificate program of 32 hours, students must complete within 48 attempted hours.
For a graduate program of 36 hours, students must complete within 54 attempted hours.

f) Postgraduate, second undergraduate degree and teacher certification students must complete degree/certification programs within 60 hours of undergraduate coursework.

g) Financial aid recipients/applicants whose aid has been cancelled or denied as a result of failure to meet the required standards may be reinstated under the following conditions:
 1. student overall GPA meets minimum
 2. student earns 67% of attempted credits during a semester
 3. appeal is granted by Financial Aid Office or Financial Aid Appeals Committee.

Students who wish to appeal their loss of aid may do so with the Financial Aid Office. Forms are available upon request. Appeals may be made under hardship based on (a) death of an immediate family member; (b) personal injury or illness of the student, or (c) special circumstances as determined by the Financial Aid Office. Documentation such as death certificates or notice, physician's statement, academic degree plans, or other documents deemed necessary by the Financial Aid Office is required.

If the appeal is denied by the Financial Aid Office, a student may request a review by the Financial Aid Appeals Committee. Fairmont State Faculty Senate appoints this committee in accordance with standard committee procedures. The decision of the Financial Aid Appeals Committee is final.

Academic Forgiveness and Financial Aid

Candidates for academic forgiveness may receive financial assistance during the readmission semester. Candidates who are part-time must take a minimum of six credit hours in order to receive aid and must maintain minimum 2.0 GPA for continued aid. If the cumulative GPA during the readmission semester is less than 2.0, there will be no further financial assistance.

Candidates must have a signed, written request on file with the Registrar and with the Director of Financial Aid and Scholarships in order for financial assistance to be released.

Financial Aid Refund/Repayment Policy

Federal regulations require that Fairmont State University recalculate eligibility for financial assistance for students who withdraw, drop out, or are dismissed before completing the enrollment period. This recalculation may result in requiring a student to return financial aid funds to the various federal aid programs.

A student "earns" Title IV federal aid based upon the length of time the student remains enrolled during the enrollment period. Title IV federal aid includes the Federal Pell Grant, Federal SEOG, Federal Perkins Loan, and William D. Ford Federal Direct Student and PLUS loans. Students enrolled for more than 60 percent of the enrollment period (determined by the number of days completed up to the withdrawal date) are considered to have earned 100 percent of Title IV funds and are not required to return their aid. Students enrolled less than 61 percent of the enrollment period must return the "unearned" portion of Title IV funds to the various aid programs. This return may result in unpaid charges to Fairmont State for tuition/fees and room/board. Fairmont State will bill the student for any balance due. Students who received aid to assist with related educational expenses may also be required to return a portion of their aid. Students who owe a repayment to any federal financial aid program are no longer eligible for financial aid at any post-secondary institution. Eligibility may be reestablished after the repayment is satisfied.

If a student who began attendance and does not officially withdraw, fails to earn a passing grade in at least one course, for Title IV purposes, the student is considered to be unofficially withdrawn and FS must recalculate aid.

Please keep in mind this repayment policy is in addition to the institution's refund policy. A student who withdraws from school could owe federal financial aid as well as repayment back to the WV Higher Education Grant Program, Promise Scholarship Program and/or Fairmont State.

Veterans' Policies

The following policies and procedures will be observed by Fairmont State for the purpose of determining satisfactory progress for all students receiving veterans benefits. The Veterans Administration will be notified of any veteran who is not maintaining satisfactory progress.

Probation or Suspension

The Veterans Administration will be notified immediately at the end of the semester of a student receiving veterans benefits who is either suspended or placed on academic probation by Fairmont State . The Office of the Assistant Vice President for Academic Affairs supplies the Veterans Coordinator with a list of students suspended or placed on academic probation. This list will serve as the basis for notification to the Veterans Administration.

Class Attendance

Individual class attendance by all students receiving veterans benefits will be maintained and the Veterans Administration will be notified immediately when a student's absence from class is interfering with satisfactory progress in that class. The following procedure will be used in collecting attendance information:

1. The Veterans Coordinator will notify the Veterans Administration immediately that the veteran is not making satisfactory progress in specific classes because of irregular attendance.

If a student receiving veterans benefits withdraws from the University or an individual class and the Veterans Coordinator has no prior notice of irregular class attendance, the official withdrawal date on the withdrawal form completed in the Registrar's Office will be assumed as the last date of class attendance.

Final Grade for All Courses Attempted

The final grade policy for all courses attempted applies to all students at Fairmont State, including those receiving veterans' benefits.

Midterm Review

The Veterans Coordinator will review the midterm grade report for all students receiving veterans benefits and the Veterans Administration will be notified of any irregularities or indication of lack of progress on the midterm grade report.

Summary

As indicated above, students receiving veterans benefits are subject to all institutional policies of grading, attendance, and withdrawal. It is the responsibility of the Fairmont State Veterans Coordinator to administer the procedures listed above and to notify the Veterans Administration, in every instance, indicating lack of satisfactory progress by the student receiving veterans benefits. There are no separate policies of attendance, withdrawal, or grade average calculation for students receiving veterans benefits. Veterans are informed that evidence of unsatisfactory progress during a semester may result in loss of benefits back to the point at which satisfactory progress ceased (i.e., irregular withdrawal from class).

Student Affairs

Fairmont State University provides many services to its students for the purpose of assisting them to adjust to the college environment. The Office of the Vice President for Student Affairs coordinates and assumes responsibility for all activities and services directly affecting the welfare of students.

Developmental opportunities are a significant part of the educational experience. The Office of Student Affairs encourages students' growth and development by assisting them to understand themselves, others, and their relationship to society. The Vice President for Student Affairs coordinates and assumes responsibility for all activities and services to achieve this objective. Services include career services, residence life, counseling, student health services, child care, disability services, freshman orientation activities, student organizations, student activities, Student Government, and student (work-study) employment on campus.

Career Services

The Office of Career Services provides students and alumni with a variety of services. These services include career exploration, career/life planning, and job placement. Students can utilize interactive computer software and career counseling to clarify career options. An extensive career resource library is also available. Career Services provides the following:

- Assistance in declaring a major through a variety of assessment tools
- Personalized career counseling
- Information on employment trends, outlooks, etc.
- Internship/practical experience opportunities
- Seminars, career/job fairs
- Job placement class (Human Services 199)
- Graduate school information
- Internet job search
- Full and part-time job opportunities
- Access to job referral system
- On-campus interviewing
- Career resources library
- Establishment of credential file

Freshmen through seniors and alumni are encouraged to take advantage of the services and resources. The Office of Career Services is located in Room 322 Turley Center and is open Monday through Friday, 8:00 a.m. to 4:00 p.m. Evening appointments may be made by arrangement. (304) 367-4214.

College Counseling Service

The counselors in Student Affairs offer professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. The staff consists of professionals trained in clinical practice and counseling who are experienced in dealing with issues of college students. These services are available to all students in the belief that they often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the University Counseling Services are held in strict confidence. Appointments may be made by calling 367-4792 or in person in 308 Turley Center.

Residence Life

Fairmont State University maintains four residence halls which accommodate approximately 644 students. Each residence hall provides a learning environment which is designed to enhance academic and social life.

Fairmont State University also owns and operates College Park Apartments which consists of 113 rental units. Apartment tenants are required to sign a twelve-month lease and abide by all rules and regulations as described in the contract. Prices vary based on the apartment type. For more information contact the Complex Manager at (304) 368-3939.

1. All unmarried freshman students who are under 21 years of age or who do not reside with their families are required to live in university housing so long as space is available.
2. All residence hall assignments are made for the entire academic year; students may not move or transfer from any residence hall, except to graduate, to withdraw for the remaining part of the academic year, to marry and live with their spouse, to commute to take care of an incapacitated parent, or to move to a different environment for health reasons.
3. Applicants for room reservations must pay a $150 deposit at the time of application; this fee will be credited to the applicant's room-rental account. Notice of cancellation must be received by Student Affairs by June 1 or the $150 deposit is forfeited. A $150 deposit is required of students who wish to reserve a room for the spring term. This deposit will be returned upon notice provided that the request for a refund is received before December 31. This fee, less any damage, will be returned at the time of withdrawal from the residence hall.
4. All residence hall students and their parents or guardians are responsible for being familiar with the code of behavior, and all other regulations that are listed and explained in the Residence Life Handbook.
5. The College reserves the right to limit the number of students in the residence halls under its control.
6. Students who live in Pence, Morrow, or Prichard Halls as well as Bryant Place must purchase a meal ticket for the Dining Hall.
7. A student who is absent from a residence hall for seven consecutive days will not be charged for meals provided that the food service director is notified in advance. No deduction in room rent, however, will be allowed regardless of the cause of absence. There is no refund of room rent to students changing residence or withdrawing during a term or semester.
8. Room rental and a meal ticket must be paid in full for a semester on or before registration day.
9. Residence halls will be closed during the spring recess and during the Thanksgiving and Christmas vacations.
10. In cases where a preponderance of circumstantial evidence of policy violation or criminal action exists, the student's room will be searched in accordance with the Residence Life Handbook.
11. Any residence hall students who are suspended or expelled from Fairmont State University and/or a residence hall for disciplinary reasons may forfeit their right to any residence hall refund.
12. All residence halls are smoke free.
13. Alcoholic beverages or illegal substances are not permitted in the Residence Halls.

Institutional Testing Program

Several standardized comprehensive tests are essential for special groups of students. These tests include, but are not limited to, the following:

American College Testing Program (ACT)

Registration for classes is contingent upon its completion.

College Level Examination Program (CLEP)

Students who wish to obtain credit by examination should check in room 322 of the Turley Center for test availability.

Graduate Record Examination (GRE)

This test is optional for students graduating who expect to attend graduate school. This should be taken during the senior year. Application and information are available in Room 322 Turley Center.

Pre-professional Skills Test (PPST)

Teacher education students must take this test battery prior to enrollment in EDUC 3350. The test battery includes reading, mathematics, and writing. Minimum acceptable scores are required for formal admission to Teacher Education and eventual recommendation for graduation and licensure as a teacher. Applications and information are available in Room 322 Turley Center.

Praxis II Specialty Area Exams and Principles of Learning and Teaching (PLT) Tests

Students graduating with a Bachelor of Arts Degree in Education are required to take these tests and to achieve the minimum acceptable score for each teaching specialization and developmental level in order to be recommended for licensure. Students normally should take the Specialty Area Exams during the semester prior to their student teaching semester. The PLT exam should be taken during the final semester of their senior year. Applications and information are available in Room 322 Turley Center.

Disability Services

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Disability Services in Student Affairs, if these services are desired. The Associate Provost is notified and provided written documentation of the required academic accommodations and apprises advisors, school chairs, and instructors of this information each semester. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class preregistration. For additional information refer to the brochure "Disability Services" available in Student Affairs.

Student Orientation

New students arrive on the campus in advance of other students to become acquainted with the campus, buildings, academic programs, student activities, and student welfare in general. Throughout the orientation period, new students are assisted and guided by trained student counselors, who are sympathetic to the individual problems of students.

Student Health Service Center

A physician's assistant and a registered nurse are available to examine and advise students in matters pertaining to their health. When college is in session, a nurse is available from 8:00 a.m. until 4:00 p.m., Tuesday, 8:00 a.m. until 5:00 p.m. M,W,Th, and 8:00 a.m. until 12:30 noon on Fridays in the University Clinic in Colebank Hall for first aid and for the treatment of minor ailments. The university physician's assistant has regular campus office hours Monday, Wednesday, and Thursday, 9:45 a.m. until 5:00 p.m.

Academic Development Center

The Academic Development Center offers courses in college reading and study skills, pre-algebra, elementary algebra, and composition skills for students who enter college with academic deficiencies and or low placement test scores in any of those areas. These courses do not apply toward the credit hours required to graduate but they do provide institutional credit, counting toward a student's full-time status. All courses offered through the Academic Development Center are worth three institutional credit hours. These courses can be found under the heading Academic Development Center in the schedule of courses. The Center's main office is 200 Jaynes Hall.

Students are required to complete all such required, non-graduation credit courses within their first 32 credit hours of college if they are majoring in an AA, AS, or AAS program. Students in BA and BS programs are strongly encouraged to complete these courses within their first 32-credit hours, also.

Tutoring Program

Fairmont State Community and Technical College and Fairmont State University provide an accredited tutoring program, which has been certified by the College Reading & Learning Association's International Tutor Certification program. All FSC&TC and FSU students are entitled to ten hours of free tutoring each semester; students registered in the Disability Services receive additional hours. Trained peer tutors are available through Tutorial Services, 207 Jaynes Hall. The office houses study carrels and support materials for one-on-one or small group tutoring sessions in virtually all subject areas. For further information, contact the Tutorial Director in 203-B Jaynes Hall.

Supplemental Instruction

Supplemental Instruction is a new program at Fairmont State implemented to enhance learning in historically difficult courses. To facilitate collaborative learning, faculty-recommended students who are trained as SI Leaders lead weekly out-of-class study sessions. Participation is free and available for all students enrolled in a SI-targeted course. For further information, contact the Supplemental Instruction Supervisor in 203-B Jaynes Hall.

Multicultural Affairs

The Office of Multicultural Affairs provides multicultural education for all students. Educational endeavors will assist majority and minority students to identify their commonalities and recognize, understand, accept, respect, and value their differences. Students will learn to relate to members of diverse groups, communicate effectively across racial and cultural lines, and transfer these skills to a variety of settings.

The Office of Multicultural Affairs also promotes systematic change that fosters a multicultural perspective across campus. As change agents, we work with various allies to incorporate diverse perspectives into every facet of the institution, including admissions, hiring practices, administrative policies and procedures, academic curriculum, and co-curricular activities. Our journey will not end until every unit on campus and the university as a whole address multicultural issues in an optimal manner.

Finally, the Office of Multicultural Affairs provides support to under represented ethnic groups. This support includes assessment and other functions designed to identify the psychosocial, academic, and other needs of minority students; communication

of these needs, along with recommendations for meeting them, to other units of campus; programs and services that enhance students' personal, social, educational, and cultural development; and efforts to encourage all students to participate in and contribute to the life of the campus.

General Regulations

In matters concerning student rights, responsibilities, and social conduct, special reference should be made to the published Student Handbook and the Parking and Vehicle Regulations brochure.

Student Automobile Regulations

The University provides a 940 space parking garage for students as well as parking spaces in defined areas throughout the campus.

Parking passes are required and can be purchased in the Campus Safety and Police Office, located in Colebank Hall.

Additional information may be found in the Student Handbook.

The Libraries of Fairmont State University

Fairmont State University has three libraries that may be used by all students, faculty and staff. The Ruth Ann Musick library is located on the second and third floors of the library building on the main campus. The other libraries are located at the Caperton Center in Clarksburg and the National Aerospace Education Center (NAEC) at Bridgeport. These libraries function at the heart of the university's academic program. Library personnel work closely with students and faculty to develop research skills and to provide a wide range of support services that enhance the learning experience. The library's print and electronic holdings are designed to support the curricular needs of the academic program of study offered at the university and to encourage intellectual and personal growth.

The libraries provide easy access to over 285,000 items including books, periodicals, government documents, compact discs, videos and other multimedia, and to electronic databases. Subscriptions to over 16,000 journals and newspapers, either in print or online full text provide the latest information in all disciplines.

The libraries have an online, web-based catalog of all holdings. This catalog is searchable from any location in the world, through the use of a web browser.

Reference Services

The librarians offer instructional programs and training sessions, including orientation which covers the use of the library's resources, methods of dealing critically with available information and ways in which the library can provide information, both through traditional means and by the latest electronic methods. Training in the use of information gathering on the Internet and through other electronic information resources is available to all users.

The library on the main campus is open almost 100 hours a week during fall and spring semesters and over 66 hours during the summer sessions. At least one professional librarian is available or on call most hours that the library is open. The librarians provide individualized assistance with projects, research questions, and papers.

Among the libraries' holdings are thousands of reference works, abstracts, and indexes, as well as computerized, web-based databases, both full text and bibliographic in nature.

Interlibrary Loan

If students need research materials that are not available in one of the libraries, the items may be requested through Interlibrary Loan, either online or in person. Users may place requests online, using ILLIAD, and may track the progress of requests. Using a major bibliographic database (OCLC), library staff handle requests quickly and efficiently. Fax equipment, the posting of articles to a secure website for borrowers, and ARIEL (Internet transfer of documents) are all used to improve response time.

Online Services

The librarians at Musick Library maintain the libraries' web pages with information resources available to all students online. Resources include journal indexes, full text journals, encyclopedias, style manuals, newspapers, government documents, and bibliographic indexes in all areas of the sciences, social sciences, humanities, and technology. There are over 40,000 books available, full text, through the online catalog. Specialized assistance in locating resources is available and students and faculty may email questions to the librarians. All online resources are available remotely from any location with Internet access, through the use of the Fairmont State email username and password.

Student Government Association

Student Government at Fairmont State University actively seeks to supplement the academic atmosphere with intellectual, cultural, and social activities. Student Government members are involved in all aspects of life on campus and work cooperatively with the college administration.

Every segment of the student body is represented in the Government. Members are elected each spring by the student body and receive special training for their positions. The association is comprised of the president, vice president, secretary, treasurer, parliamentarian, representatives of the four classes and other groups. An advisor is assigned by the Vice President for Student Affairs.

Student Government meets every Thursday at 12:30 p.m. in 128 Hardway Hall. All meetings are open and any student is welcome to attend.

Dining Hall/Nickel

Buffet style breakfast, lunch, and dinner are served daily in the Turley Center Dining Hall with the exception of an evening meal on Sunday. Varied menus of reasonably priced foods are available. Several options are available for students to take advantage of the "Market Place" dining venue offered at the Dining Hall. Students can select the "all-you-can-eat" option by: (1) paying a set price in cash or charge their Falcon Dollars debit card, (2) using a 15 to 19 meals per week board plan or (3) using a pre-purchased "Block" of meals – specifically designed for commuters. Students on meal plans must present their student ID card every time they come into the Dining Hall. Most student organization banquets are held in the Dining Hall; however, permission for the use of this facility must be obtained from the Facilities Committee. The "Nickel" is a fast food and convenience store located on the top floor of the Turley Student Center. A variety of fast food items is available priced a lá cárte. To find our more about the dining options, call the Dining Services Office at 367-4119.

Turley Center

The Turley Center is a modern, spacious building centrally located on the campus. It houses the College Bookstore, a snack bar, the ballroom, meeting and recreation rooms and a study lounge. In the Bookstore, students may purchase all textbooks, stationery,

school supplies, cards, and various gifts and sundry items. Stamps are available for purchase and packages are weighed for mailing. The snack bar serves hot food and is provided as a service to the large commuter contingent of the campus population as well as on-campus students. A Ballroom and meeting rooms are available to on-campus groups without charge and can be scheduled through the Office of the Assistant to the President.

Recreation rooms provide facilities for participation in pocket billiards, ping-pong, chess, backgammon, and checkers. Various tournaments are held each semester under the direction of the student center activities coordinator. The study lounge is furnished to provide a quiet, relaxing atmosphere to assist serious- minded students in their preparation for academic endeavors.

Clubs, Honor Societies, and Social Organizations

Fairmont StateUniversity students have organized over 80 clubs and honorary organizations for the promotion of interests in various subject matter fields, the recognition of outstanding achievement in various campus activities, and for general social purposes. A list of the currently active organizations can be found in The Student Handbook or in Room 309 Turley Center.

Religious Organizations

Organized groups on campus include the Newman Center sponsored by the Roman Catholics, the Wesley Foundation sponsored by the United Methodists and Presbyterians, Chi Alpha, related to the Assemblies of God, and the Baptist Campus Ministry related to the American Baptist Church. A complete list of active organizations is available in the office of Student Affairs.

Services of ministers of many denominations and other faiths are available to the campus at all times through the Newman Center and Wesley Foundation.

Publications

Student publications are comprised of *The Columns*, the student newspaper, *The Mound*, the yearbook, and *Whetstone*, an art and literary magazine. Staff positions are open to all interested students. Application forms are available in Room 301 Jaynes Hall, the student publications business office. Students participating as staff members may also receive college credit for their work by enrolling in Journalism 1199 (Section 01, for *Columns*; Section 02, for *Mound*; Section 03, for *Whetstone*) and performing duties as assigned by the editor. Editors of the respective publications are chosen annually by the Student Publications Board, the governing body of all student publications.

All publications allow students to showcase their writing, photographic, and graphic skills in professionals settings using advanced computer technology. *The Columns* is published ten times per semester and is distributed campus-wide by noon each Monday. *Whetstone* and The *Mound* are published annually. *Kestrel: A Journal of Literature and Art*, a professional art and literature journal which features poetry, fiction, nonfiction, drama and art work from art and literary professionals around the world, offers junior and senior level students an opportunity for a professional immersion experience in adjudication, publication and business management through an internship with three hours of course credit (Journalism3 399: *Kestrel)*. *Kestrel* is published twice a year, fall and spring, and acts as an arts bridge to the community. The goal of the journal is to promote "living" literature and art. Interested students should inquire in the School of Language and Literature.

Music Organizations

Performing organizations in the Music Department are open for the participation of all interested and qualified students at Fairmont State University.

Instrumental organizations include the Falcon Marching Band, FSU Concert Band, University-Community Symphony Orchestra, Brass Ensemble, Percussion Ensemble and Stage Band. Additional Chamber ensembles are organized on occasion under faculty supervision.

Vocal ensembles include the Collegiates and the Chamber Choir. Additional ensembles are organized on occasion under faculty supervision.

All musical ensembles present concerts on and off campus during the school year. Students may receive up to 3 credit hours in the Liberal Studies curriculum by performing in Marching or Concert Band, Collegiates, or Orchestra. Interested students should contact the Music Department for additional information.

Forensics (Public Speaking and Debate Activities)

Traditionally Fairmont State University offers a variety of programs for all students interested in public speaking and debate. Participation in all of these activities is open to any full-time student in good academic standing at Fairmont State University. All activities are under the direction of the Speech Communication and Theatre faculty.

The Intercollegiate Debate Squad annually participates in 10 to 15 intercollegiate debate tournaments at colleges and universities throughout the Eastern United States. The debate squad also sponsors and participates in public exhibition debates, and television and radio presentations. Fairmont State University is a member of the National Forensic Association and the American Debate Association and a subscriber to the American Forensic Association Code of Forensics Program and Forensics Tournament Standards for Colleges and Universities.

Students may participate in intercollegiate public speaking contests in oratory, extemporaneous speaking, persuasive speaking, impromptu speaking and after-dinner speaking.

All full-time students have the opportunity to participate in the Annual M.M. Neely Oratorical Contest. The contest is a persuasive speaking event which is endowed by the heirs of the late U.S. Senator and Governor of West Virginia, M.M. Neely. All speech communication majors and minors must compete in the Neely Contest as a final recital presentation.

The FSU Chapter of Delta Sigma Rho-Tau Kappa Alpha, the national forensics honorary, recognizes outstanding students through membership in the local chapter.

Theatre

Fairmont State University traditionally offers an active theatre program for performer, technician, and theatre goer.

The Masquers, since 1923 the student theatrical production organization, presents a season of plays, varied in style and period, usually in Wallman Hall during the fall and spring semesters. The plays are directed, designed and supervised by the Speech Communication and Theatre faculty. Acting roles and positions on the production crews are open to the student body on a voluntary or course credit basis. Performances are open to the public. Membership in Masquers is open to the student body and is earned through participation with the university theatrical productions.

Since 1960 the Masquers' Town and Gown Theatre has presented a season of plays during the summer months. Students enrolled in summer Theatre courses work along with the members of the Resident Company (selected experienced students receiving a grant for full-time acting and technical work) and mem-

bers of the community to bring a season of light summer theatre fare (comedies, musicals, children's plays) to Northern West Virginia theatre goers and to provide a cultural, recreational, and educational outlet for all participants. The plays are directed, designed, and supervised by the professionally trained members of the Speech Communications and Theatre faculty and/or guest artists. Acting roles and positions on production crews are open to the public as well as to the students, faculty, and staff at Fairmont State University on a volunteer or credit basis.

The Masquers periodically present a play for a children's audience. It is produced in conjunction with Theatre 352, Children's Theatre Practicum, but participation through acting roles and production crews is often open to the student body.

The Studio Theatre presents student-directed and faculty-directed presentations in a studio/experimental setting in Room 314 Wallman Hall. Acting roles and positions on production crews are open to the student body.

Students who have demonstrated mastery of theatre studies and excellence in theatre performance or technical theatre are offered membership in the Alpha cast of Alpha Psi Omega, the National Dramatic Honorary.

The Masquers Reader's Theatre provides theatre presentations open to the public. Also, an active program in intercollegiate oral interpretation is offered to all students.

Intramural Sports/Student Recreation

The Intramural program offers structured sport competition and tournaments for all students, faculty, and staff. Various activities are organized for competitive play among groups, individuals, and organizations. Events such as flag football, basketball, bowling, softball, golf, spades, soccer, volleyball, and foul shooting are some of the activities offered.

Fairmont State University offers a variety of recreational opportunities for students. The weight room and racquetball courts are open for free play. The pool is available during various times for free swim and Colebank Gymnasium is open for free play during posted hours. The Wellness Center is a paid, member-only fitness center available for all students, faculty, and staff. Memberships can be purchased in the Business Office and exercise prescriptions are available.

Intercollegiate Sports

Fairmont State University sponsors an intercollegiate athletic program for men in football, basketball, baseball, cross-country, golf, tennis and swimming. The intercollegiate athletic program for women includes tennis, golf, basketball, volleyball, swimming, softball, and cross-country. Cheerleading is offered for both men and women. There are fine indoor and outdoor facilities and equipment for physical education and recreation. All students are free to participate in any one or more of the intercollegiate sports and in all recreational activities.

Athletic Policy

The program of intercollegiate sports at Fairmont State is supervised by a Director of Athletics, who is assisted in the planning of the program by an athletic committee of the faculty.

The general objectives of the intercollegiate sports program at Fairmont State are to teach young men and women the values of sportsmanship, good physical conditioning, and the disciplinary and social values of organized team play. Specific values include the training afforded prospective coaches and physical education instructors through participation and the possible acquisition, to some extent, of experiences and skills which may furnish recreational outlets following graduation.

In pursuance of the policies recommended by the North Central Association, the following minimum standards governing intercollegiate athletics are maintained:

- The ultimate responsibility for the conduct of the athletic program rests with the President.
- Students participating in athletics are admitted by the Director of Admissions on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.
- The award of scholarships, student loans, and student employment to athletes are made through the same agency of the Institution and on the same basis as grants of aid to all other students. All employed students are required to give full and honest work for pay received.
- All athletic funds are handled by the Business Office. An audit of the receipts and disbursements of these funds is made annually by the Legislative auditors.
- An effort is made to compete only with institutions having similar educational and athletic policies.
- Fairmont State University is a member of the West Virginia Intercollegiate Athletic Conference and the National Collegiate Athletic Association (NCAA). Athletic participation is regulated and controlled by the eligibility rules of the Conference. Copies of these rules are on file in the Office of the Director of Athletics.

Alumni

The Alumni Association of Fairmont State University is the official organization of all graduates and former students of the "old" Fairmont State Normal School, Fairmont State Teachers College, and Fairmont State College.

The history of the Alumni Association dates back almost to the founding of the institution. A meeting was held on Commencement Day, June 27, 1873, at which time the twenty-nine graduates formed the Association.

Events of special interest to alumni include the Annual Homecoming celebration during the fall semester. Festivities begin on Thursday evening and continue through Saturday and include a parade, banquet, and business session. The class of 50 years ago returns to the campus for a day's visit and dinner as guests of the Alumni Association and the University. This group of alumni who graduated 50 years ago automatically become members of the Emeritus Club. The unit was formed in 1963. In addition, the Alumni Association funds one scholarship each year—to a son or daughter of FSU alumni. The scholarship, worth $500, is awarded by the Financial Aid Office based on criteria set by the Alumni Association. Another $1,000 award is given annually to an education major in honor of former president Wendell Hardway.

Information concerning the Alumni Association may be obtained by writing to the Alumni Office, Fairmont State, Fairmont, West Virginia 26554.

Academic Information

The six baccalaureate degrees granted by Fairmont State College are Bachelor of Science, Bachelor of Science in Engineering Technology, Bachelor of Science in Nursing, Bachelor of Arts, Bachelor of Arts in Education, and Regents Bachelor of Arts. For each of these six degrees a minimum of 128 semester hours of credit is required.

		Minimum Semester Hours Required	
	Degree	Major	Minor
Allied Health Administration	B.S.	128	
Architecture Engineering Technology	B.S.E.T.	128	
Art			24
Aviation Technology	B.S.	128-137	
Airway Science		133	
Aviation Maintenance Management		137	
Avionics Maintenance Management		128	
Avionics			20
Aviation Administration		128	21
Flight		128	18
Biology	B.S.	128	25-28
Business Administration	B.S.		
Accounting		128	18
Business Management		128	
Economics			18
Entrepreneurial Studies		128	
Finance		132	18
General Business		128	21
Hospitality management		129	
Human Resource Management		128	
Information Systems		128	18-24
Marketing		128	
Sport Management		139	
International Business			18
Office Administration			24
Public Administration			21
Retail Management			18
Chemistry	B.S.	128	22
Early Childhood			22
Civil Engineering Technology	B.S.E.T.	129	
Environmental		133	
Computer Forensics			18
Computer Science	B.S.	128	19
Computer Security		128	
Criminal Justice	B.S.	128	18
Law Enforcement			60
Corrections			60
Education			18
Electronics Engineering Technology	B.S.E.T.	129	19
English	B.A.	128	21
English (Business and Technical Writing)			18
Forensics	B.S.	128-131	
Forensic Psychology		79	
Forensic Science		73-76	
Family and Consumer Sciences	B.S.	128	22
Fashion Design			21
Folklore Studies			19
Food Service Management			22
French	B.A.	128	24
Geography			18
Graphics Technology	B.S.	128	21
Electronic Publishing/Imaging		86	
Printing Management		86	
Graphics/Fine Arts	B.S.	128	
Health Science	B.S.	128	19
History	B.A./B.S.	128	21
Intelligence Research and Analysis	B.A.	128	21
Interdisciplinary Studies	B.A./B.S.	128	
International Studies			21
Interior Design			20
Journalism			18

	Degree	Major	Minor
Journalism (Technical Writing)			18
Library Science			18
Mathematics	B.S.	128	24
Mechanical Engineering Technology	B.S.E.T.	130	
Music			26
Nursing	B.S.N.	130	
Philosophy			15
Physical Education	B.S.	128	20
Physics-Physical Science			30
Political Science	B.A.	128	18
Public Administration			21
Psychology	B.S.	128	18
Recreation Leadership			25
Regents B.A. Degree	B.A.	128	
Safety/Environmental Engineering Technology	B.S.E.T.	128-131	21-22
Sociology	B.S.	128	18
Spanish	B.A.	128	24
Speech Communication	B.A.	128	24
Technology			23
Theatre	B.A.	128	29
Women's Studies			18

Bachelor of Arts in Education

Early/Middle Education Elementary K-6	48
Mentally Impaired K-Adult	21
Specific Learning Disabilities K-Adult	21
Multi-Categorical K-Adult	28
Middle Adolescent Education	
Subject Specialization 5-9	
Mathematics (through Algebra I)	26
Single Teaching Fields 5-Adult, 9-Adult	
Art	44
Biology (9-Adult)	48
Chemistry (9-Adult)	38
English	45
French	33
General Science	38
Health	32
Journalism	24
Oral Communication (Speech Communication and Theatre)	44
Physics (9-Adult)	43
Technology Education	32
Comprehensive Teaching Fields 5-Adult	
Business Education (5-Adult)	60
Family and Consumer Sciences	51
Mathematics	36
Technology Education	59
Social Studies	60
Early Middle and Adolescent Education	
Subject Specialization Pre K-Adult	
Art	61
Computer Science	24
Music	68
Physical Education	43
School-Library Media	24
Spanish	36

Associate Degree Programs

Architecture Engineering Technology	A.S.	64
Civil Engineering Technology	A.S.	67
Electronics EngineeringTechnology	A.S.	69
Mechanical Engineering Technology	A.S.	67
Nursing	A.S.	70
Safety Engineering Technology	A.S.	68

Grading System

The following system of grading is used within the institution:

A — Superior, given only to students for exceptional performance.

B — Good, given for performance distinctly above the average in quality.

C — Average, given for performance of average quality.

D — Lowest passing grade for performance of poor quality.

F — Failure. Course must be repeated if credit is to be received.

FIW — Failure because of irregular withdrawal.

I —A temporary mark, given only when students have completed most of the course, but are unable to conclude it because of illness or some other unavoidable circumstance. Beginning with courses taken during the first semester, 1975-76, the letter grade "I" will be omitted from the calculation of the grade point average for a period of one year following the issuance of the "I." Along with any grade report containing the grade "I" and for each letter "I," the instructor must submit a brief description of the "part of the course" not completed by the students. This statement, to be reviewed by the appropriate school chairperson and filed in that office, is to be written on a three-part form which is also used by the instructor to report the grade for replacing the "I" during the year following the issuance of the "I." At the end of the one-year period, the instructor must submit a final grade. If no change is made by the instructor, the grade "I" will be changed to "F."

W — Withdrew.

CR — Credit. Does not affect quality points.

NC — No Credit. Does not affect quality points.

P— Pass, Successful completion of the student teaching experience.

Quality Points

The quality of a student's work is indicated by quality points.

Candidates for graduation must have at least twice as many quality points as semester hours attempted; that is, a point-average of 2.00 on all college work and on all work completed at Fairmont State University. Quality points for grades A, B, C, D, are computed as follows:

A—Four (4) quality points for each semester hour of credit.

B—Three (3) quality points for each semester hour of credit.

C—Two (2) quality points for each semester hour of credit.

D—One (1) quality point for each semester hour of credit.

Students' grade averages are determined by dividing the number of quality points by the number of credit hours scheduled. No quality points are attached to grades F and FIW, but the credit hours for the courses in which these grades are received will be used in computing grade averages.

In order to be graduated, candidates for degrees must have maintained a grade point average of 2.00 or better in all college courses and in all credit earned at FSU. An average of 2.00 must also be maintained in the major and minor fields of study. **If students are in teacher education, they must attain a grade point average of 2.75 overall, in each teaching field and in professional education.**

All variations from prescribed programs must be approved by the appropriate Dean or Head in the major/minor field before students can qualify for graduation.

It is the students' responsibility to keep informed of their quality point standing. This information can be obtained at any time from the Registrar.

Grades earned in other institutions shall not be used to make up a deficiency of quality points in this institution.

Example for Computing Grade-Point Average

Courses Taken	Final Grade	Quality Points	X	Sem. Hours	=	Quality Points (Total)
ENGL 1104	A	4		3		12
BIOL 1101	D	1		4		4
HIST 1111	B	3		3		9
SOCY 1110	C	2		3		6
POLI 1103	B	3		3		9
MATH 1101	W	-		-		-
				16		40

40 Quality Points
16 Semester Hours = 2.5 Grade-Point Average

Credit-No Credit Option

Any student who has completed 58 or more semester hours of credit may select one course per semester on a credit-no credit basis, such courses to be considered as part of the regularly scheduled load. A maximum of 15 semester hours may be completed under this option.

Courses selected must not be included in the Liberal Studies requirements, must not be in the student's major or minor or related courses for nonteachers, must not be in 5-Adult, 9-Adult, Pre K-Adult, 5-9, Pre K-6, the multi-subject field, and professional education for teacher education students.

Credit-no credit earned under this option will be recorded but will not be reflected in the quality point index. Credit courses will count toward graduation.

Selection of a course for credit-no credit must be made at registration with the approval of the student's academic advisor and may not be changed after the close of the registration period.

Classification of Students

Students who have completed high school or a secondary course and not more than 32 hours of work are classified as freshmen.

Students who have completed 33 hours but not more than 64 hours of college work are classified as sophomores.

Students who have completed 65 hours but not more than 96 hours of college work are classified as juniors.

Students who have completed 97 hours or more of college work are classified as seniors.

Numbering of Courses

Courses for freshmen (1100 series) and sophomores (2200 series) constitute the lower level of curriculum. Courses numbered (3300-4499) are primarily for juniors and seniors. Courses numbered (5000 and above) are graduate courses. All Liberal Studies Requirements consist of lower level courses which should be completed as far as possible by the end of the sophomore year.

It is strongly advisable to take at least eight hours of Liberal Studies Requirements each semester until they are completed.

Academic Procedures

Semester Load: Students must petition the chair of the school in which they major for permission to carry more than 18 semester hours. The maximum number permitted is 25 semester hours. To be eligible for permission, students must have an overall B average or a B average for the preceding semester. Exceptions may be made if students are in the last semester before graduation or before the initial performance practicum.

Declaring a Major: All undeclared students must select a major field of study by the beginning of their junior year. (Students who have completed 65 hours but not more than 96 hours of college work are classified as juniors.)

Late Registration Fees: See schedule of fees in the University Catalog for late registration. Late registrants often fail to obtain satisfactory schedules, for the policy of the University is to give priority to students who register on the regular registration dates.

Schedule Changes: Students may not add new classes to their schedules after registration has ended. However, within the first week of classes, students can drop and/or add classes. Classes that are dropped during this period do not apply on students' transcripts.

Withdrawal from the University: Students can withdraw from the University by logging onto the Enrollment Center at www.fairmontstate.edu/ec and deleting all courses in which they are enrolled. Students who withdraw prior to the last week of classes will receive a grade of "W." Students who fail to withdraw will receive an "FIW." Students are urged to print a copy of the transaction for their records.

Withdrawal from Class: Students may withdraw from one or more classes with "W" being recorded up to one week prior to the last regularly scheduled class meeting. No withdrawals are permitted from individual classes during the week prior to final week. Students can withdraw by logging on to www.fairmontstate.edu/ec.

Repeating a Course: Prior to the receipt of a baccalaureate degree, students may repeat a course in which they earned a grade of "D" or "F." The original grade will not be deleted from the student's record; however, the original grade will be removed from use in the calculation of GPA and the last grade earned will be used in determining grade point average. Students may not repeat a course in which they earned a C or better. The Repeat Policy applies only to courses taken at Fairmont State University or Fairmont State Community and Technical College.

Minimum Residence Requirements for Graduation: For a four-year degree, at least one year's work in residence is required, and one semester of it must be in the senior year. A "year of residence" must represent not less than 32 hours credit, and a semester is defined as a minimum of 16 hours credit. Exception is made in the case of students who have completed three years of required work at Fairmont State University and who decide to complete the senior year by substituting approved credit earned subsequently in a college of medicine or dentistry.

For an associate degree at least one semester's work (at least 16 credit hours) and at least 8 of the last 16 hours in residence are required.

Application for Graduation: Candidates for graduation must officially apply for a degree in the Office of the Registrar. This should be done one semester in advance and as early in the semester as possible but not later than 45 days prior to the planned graduation date.

Transient Credit: Regularly enrolled students who complete work at another accredited institution on a transient basis must secure written permission of the Registrar before attempting such course work. Transient credit completed without permission will not be accepted.

Attendance and Absences

Students are responsible for familiarizing themselves with the University absence policies which are to be found in the Student Handbook.

Academic Advising System

Students are assigned academic advisors when they first enroll at the University. If students desire to change their major fields of study, they should contact the School which houses their desired major for assignment. Students who are not ready to select a major upon entrance will be assigned to the Academic Advising Center. Students should discuss problems relating to degree requirements, preregistration, registration, and withdrawals from class or college with their advisors. (See also Academic Advising Center)

Academic Advising Center

The Academic Advising Center offers direct advising services to those students who have not selected a degree program (Undeclared Majors), to prospective students, and to part-time/special students. The advising is provided by faculty advisors who are specifically trained to meet the special needs of these students.

The Center is located on the second floor of the Hardway Building and is open between 8:00 and 4:00 p.m., Monday through Friday. The Center also offers evening appointments as an additional convenience for students.

The purpose of the Academic Advising Center is to provide the undecided student with comprehensive advising as well as interpersonal professional support. A concerted effort is made to address the various academic problems and concerns which may impede the student's successful completion of the required Liberal Studies curriculum and selection of an academic program.

Undeclared Majors will be assigned to the Academic Advising Center upon entrance to the University. Faculty members may refer any student with academic concerns directly to the Center for academic guidance.

Services:

- Formalized advisor/advisee conferences scheduled throughout the semester.
- Academic assistance and guidance on a drop-in basis for students with immediate concerns or questions.
- Processing of change/declaration of major for undeclared.
- Summer advising/registration of all new students, transfers, and readmitted students.
- Workshops sponsored by the Center relevant to maximizing academic success.
- Direct information and referral assistance to campus and community services.

Grade Reports

Students can access mid-term grades and final grades by logging on to the Fairmont State University Enrollment Center at www.fairmontstate.edu/ec.

Honors Program

Fairmont State University's Honors Program identifies, encourages, and instructs highly motivated, academically superior students. Working within an alternative curriculum, these students enroll in honors general education classes, advanced seminars, and an interdisciplinary colloquium. During their junior and senior years, honors students engage in activities, such as independent scholarship, research assignments, internships, and creative projects. The Honors Program encourages students to work closely with other honors students and the honors faculty to explore ideas from various perspectives. Beyond the curriculum, honors students participate in the Honors Association which provides students with opportunities for field trips, lectures, and cultural events.

Probation-Suspension Policy

(Revised June 2004)

Satisfactory Academic Standing

A student is deemed to be in *Satisfactory Academic Standing* when his/her cumulative grade point average, based upon coursework taken at Fairmont State University, is 2.00 or higher.

Unsatisfactory Academic Standing

A student is deemed to be in *Unsatisfactory Academic Standing* when his/her cumulative grade point average, based upon coursework taken at Fairmont State University, is below 2.00.

Academic Probation

1. The status of *Academic Probation* is automatically applied to a student when the cumulative grade point average, based upon coursework at Fairmont State University, falls below 2.00.
2. The status of *Academic Probation* will be removed only after the cumulative grade point average, based upon coursework taken at Fairmont State University, is 2.00 or better.
3. A student who is placed on academic probation may continue to enroll on a full-time basis, but will be limited to 15 semester hours.
4. The status of *Academic Probation* will not be noted on the Official Academic Transcript of the student.

Academic Suspension

1. A student will be deemed to be on *Academic Suspension* when his/her cumulative grade point average, based upon coursework taken at Fairmont State University, falls below the minimum required GPA in relation to the overall attempted institutional and transfer hours (listed below).

FSU and Transfer Attempted Hours	FSU Minimum GPA*
16-32	(1.45)
33-64	(1.60)
65-96	(1.75)
97+	(1.90)

2. The suspension list will be compiled at the end of the Spring Semester.
3. Students must be placed on probation for one semester before they are subject to suspension.
4. No student with a current semester GPA of 2.00 or better will be suspended.
5. Students will be given the opportunity to attend summer school at Fairmont State University to make up their GPA deficiency.
6. A student who is academically suspended will not be permitted to enroll in coursework at Fairmont State University for one full semester.
7. A student is automatically eligible for readmission after the period of suspension is over, but must reapply through the Office of Admissions to have his/her Academic Suspension hold removed.
8. Fairmont State University will not accept credit for courses taken at any institution while a student is suspended.

A student who is suspended may appeal the suspension decision to the Admissions and Credits Committee of this university. The written appeal must be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the following term. The decision of the Admissions and Credits Committee may be appealed to the President. For additional information concerning this procedure, contact the Associate Provost or the Chairperson of the Admissions and Credits Committee.

Academic Forgiveness Policy

Only the students applying for readmission after the effective date of this policy will be eligible for forgiveness under this policy. This policy supersedes all previous Academic Forgiveness Policies at Fairmont State University. Academic Forgiveness only applies to courses taken at FSU or FSC&TC.

Academic forgiveness is intended for the student who is returning to college with a grade point deficit and who has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. A student who does not normally qualify for readmission because of a low GPA may be admitted and placed on academic probation, unless he/she has been placed on academic suspension. When forgiveness is granted, grades of D, F and FIW earned prior to the five consecutive academic year period immediately preceding the beginning of the readmission semester are excluded from the computation of the grade point average, including those grades that appear as transferred grades on the official transcript. However, no failing grade will be removed from the permanent record. The academic forgiveness policy may be applied after a student has earned 12 credit hours that apply toward graduation with a minimum GPA of 2.0.

Academic forgiveness will be granted only once for any student. The Registrar will give consideration to a request for forgiveness when he receives a signed, written request from the student which certifies that the student has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. Should the student have attended any institution of higher education on a part-time basis during the specified five year period, he/she must have earned at least a 2.0 GPA in all course work attempted. The student's request for forgiveness must be submitted during the readmission semester, and it must identify the non-enrollment period. If all prerequisite conditions have been met, academic forgiveness will be granted at the time the current GPA is calculated officially by the Registrar upon completion of the readmission semester.

The academic forgiveness policy does not alter, change, or amend any other existing policies at Fairmont State University and is formulated to be consistent with Series 20 of the West Virginia Higher Education Policy Commission. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. The Regents Bachelor of Arts Program is governed by a different forgiveness policy.

The University is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that academic forgiveness extended by this University may not be recognized by other institutions to which they may transfer.

English Performance Evaluation

All students who are candidates for degrees must attain a grade of "C" or above in English 1104 and 1108 in order to prove their competence in the use of the English language. This is a requirement for graduation.

Dean's List

Students who register and receive letter grades for twelve or more hours (excluding credit or audit marks) and receive a grade point average of 3.4 or better are considered honor students and are named to the Dean's List.

Graduation With Honors

Candidates for graduation with a bachelor's degree who have achieved special distinction in academic work are graduated with honors. Honors are determined by the cumulative quality point average of a student's work at graduation. Three grades of honors are recognized: cum laude for a point average of 3.4-3.69; magna cum laude for a point average of 3.70-3.84; and summa cum laude for a point average of 3.85 or better. Honor designations on diplomas are based upon the entire academic record. Honor designations on the Commencement program are based upon the academic record at the conclusion of the semester prior to Commencement. Candidates for graduation with an associate degree who maintain a grade point average 3.4 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the Commencement program.

General Regulations

Students are responsible for familiarizing themselves with the Student Handbook concerning student rights and responsibilities and matters of academic dishonesty such as cheating and plagiarism.

Transcripts

Students at Fairmont State University are entitled to official transcripts of their record. Students who fail to meet their financial obligations to the University or to any department of the University will not be given transcripts.

A request for a transcript of credit should furnish the date of last attendance at Fairmont State University, and social security number; a married woman should give both her maiden and married names. All requests for transcripts should be sent directly to the Registrar. Students may request transcripts online at www.fairmontstate.edu/ec. While there is no charge for transcripts, there is a limit of three requests per day.

Study Abroad Programs

In keeping with a desire to provide more direct student enrichment programs in international education, Fairmont State University, working through the Office of International Education, provides Study Abroad opportunities to students enrolled in a formal degree or certificate program. Students may receive collegiate academic credit for study and experience occurring outside the United States by: 1) enrollment in a resident study abroad or travel-study program sponsored by Fairmont State University; 2) enrollment in a resident study abroad or travel-study program sponsored by FACDIS (The West Virginia Consortium for Faculty and Course Development in International Studies); 3) enrollment in a program directed by faculty members from other West Virginia institutions; 4) enrollment in a program sponsored by a US college or university or Consortium with FSU's approval; 5) enrollment in a foreign university as a special student; 6) enrollment in a US college or university abroad; 7) enrollment in a program sponsored by an organization other than a college or university with FSU's approval. Students will be required to obtain prior consent from the school or department before registering for study abroad programs.

Although such international experience is not required in all programs, study abroad is strongly recommended for students not only in the field of foreign languages but also in other fields as well (such as the humanities, social sciences, business, art, etc.) Resident study abroad programs or travel-study programs will be integrated with traditional academic courses offered at FSU and will become part of the regular institutional curriculum. Study abroad is an important component of a comprehensive studies program which can contribute to the development and growth of the individual student and prepare the student to function more effectively in a global world. Participants in such programs will enhance their preparation for further graduate or professional studies and employment while deriving countless other benefits.

U.S. Army Military Science Program

The Military Science Reserve Officer Training Corps (ROTC) program provides practical leadership and management training to students desiring to earn officer commissions along with their chosen degrees. The curriculum stresses techniques of organizing, motivating and leading others, including recognizing, comparing and evaluating courses of action.

Refer to the Special Academic Programs section of the catalog for detailed information about the Military Science program and to the Courses of Instruction section for course descriptions.



Degree Requirements

Candidates for the Bachelor of Arts and Bachelor of Science degrees must complete the Liberal Studies Requirements and a major and a minor. Students majoring in Biology, Business Administration, Chemistry, Engineering Technology, Forensics, and Nursing are not required to have a minor. The major and minor include all courses specified in this catalog as required and all other courses attempted in the disciplines designated as the major and minor.

The minimum credit required for graduation is 128 semester hours with an average of 2.0 quality points. In all cases the quality point average for a major or minor must be 2.0 or better with the exception of a Bachelor of Arts in Education degree, which requires at least a 2.75 in the teaching specialization(s) and overall averages.

Liberal Studies Requirements may also meet major or minor requirements. No course, however, may be counted more than once in meeting the semester hours required for graduation. For example, Liberal Studies requirements in English will also satisfy requirements for a major or minor in English.

Twelve hours of one foreign language is a general requirement for the Bachelor of Arts Degree. Upon the presentation of two or more units of high school work in a foreign language currently taught at Fairmont State, students may have six hours of this requirement at the elementary level of the language waived, provided that they are competent to continue the study of the language in classes numbered 2200 or above. It is recommended that students begin their requirement in foreign language no later than their sophomore year.

Liberal Studies Requirements
Bachelor of Arts **53**
Bachelor of Science **44**

The First Year Experience..... 15 sem. hrs.

This set of common courses is designed to engage entering students in significant, interactive inquiry. With a focus on the development and enhancement of writing, analytical and critical thinking skills, as well as the ability to listen and speak effectively, the first year experience assists students with the transition to the new challenges of college life.

ENGL	1104	Written English I	3
ENGL	1108	Written English II	3
SPCH	1100	Intro to Speech	3
MATH		Any College Level (excludes Math 1101 & 1111)	3
INFO	1100	Computer Concepts (or demonstrated competency)	3

All students will be required to complete the First Year Experience courses within their first 45 Credit Hours. This will help to strengthen their preparedness for the remainder of their curricula. Reasonable accommodations will be made for students with special learning needs.

Culture/Civilization Exploration 9 sem. hrs.

The past, present and future are bound together in a single continuum. In the new millennium, as we look to the promise of the future, we must not forget that our connection to the past has shaped the present. The exploration of language, literature, history and philosophical thought provides an essential blend of new and old, of innovation and tradition. These disciplines are inextricably intertwined: any literary work, for instance, is best understood and appreciated in view of the historical, cultural and philosophical forces that shaped its creator. This grouping of disciplines will help to insure that today's student will not lose sight of humanity's common ground and continuity, and will develop an enhanced understanding of the complex relationships that link these disciplines.

Select 6 credit hours from the following three options:

Option I

ENGL	2220	World Literature I	3
		and one of the following:	
ENGL	2221	World Literature II	3
	3382	World Novel	3
	3388	Women's Literature	3
	3389	Minority Literature	3
	3390	Modern Drama	3
	3391	The Short Story	3
	3392	Contemporary Poetry	3

Option II

ENGL	2221	World Literature II	3
		and one of the following:	
	2220	World Literature I	3
	3370	Medieval Literature	3
	3374	Shakespeare	3
	3385	Arthurian Literature	3
	3386	Bible as Literature	3
	3387	Folk Literature	3
	3395	Mythology	3

Option III

ENGL	2230	Introduction to Literature I: Prose Narratives	3
	2231	Introduction to Literature II: Poetry & Drama	3

The following foreign language literature courses may be selected in Options I and II above as the student's second literature course, if the student has the appropriate prerequisites:

FREN	3321	Contemporary Literature	3
	3330	Special Topics French Literature in Translation	3
	4426	Main Currents of French Literature	3
SPAN	4400	Survey of Latin American Literature	3
	4401	Survey of Peninsular Literature	3
	4418	US Hispanic/Chicano Literature	3

To complete the required 9 hours students must select from the following courses.

HIST	1107	US History I	3
	1108	US History II	3
	2211	World Civilization I	3
	2212	World Civilization II	3
	2213	World Civilizations III	3
PHIL	2200	Intr. to Philosophy	3
	2250	Great Philosophers	3
	3325	Ethics	3
	3350	Comparative Religions	3
	4475	Philosophy of History	3

Language Courses (Intermediate or Advanced Levels Only):

FREN	2201	Intermediate French I	3

	2202	Intermediate French II	3
	3301	17th Century Literature	3
	3310	Special Topics	3
	3311	French Comp & Conversation I	3
	3312	French Comp & Conversation II	3
	3314	French Civilization and Culture	3
	4411	Adv French Comp/ & Conversation	3
	4426	Main Currents of French Literature	3
SPAN	2201	Intermediate Spanish I	3
	2202	Intermediate Spanish II	3
	3301	Spanish Comp & Conversation I	3
	3302	Spanish Comp & Conversation II	3
	3310	Spanish Civilization & Culture	3
	3320	Latin America Civilization & Culture	3
	4418	US Hispanic/Chicano Literature	3

Artistic/Creative Expression and Interdisciplinary/Advanced Studies Option.....6 sem. hrs.

Essential to any liberal studies education is the exploration of aesthetic appreciation and creative expression, since both are fundamental aspects of the human experience. Whether we are viewing an evening sitcom or an operatic performance, whether we are listening to a symphony orchestra or singing in a local choir, we are surrounded by artistic endeavors. Students should be able to engage in such activities with an enhanced appreciation and enjoyment either as an informed consumer or sensitive practitioner.

One of the challenges facing any institution in the creation of its Liberal Studies Program is the need to foster an understanding and appreciation by the student for the interconnectedness of many areas of human knowledge as reflected in academic disciplines. Well-designed interdisciplinary courses provide such an opportunity.

Additionally, students should have a direct opportunity to further explore a discipline that has brought both excitement and interest by selecting an upper level course outside of their respective major.

Students must complete 3 credit hours as a single broad-based course of their choice from the discipline-specific "appreciation" courses or any approved fine arts interdisciplinary offerings.

THEA	1120	Theatre Appreciation	3
MUSI	1120	Music Appreciation	3
ART	1120	Art Appreciation	3
INTR	1120	Experiencing the Arts	3

AND

Students must select an additional 3 credit hours from the following:

In-depth Artistic/Creative Expression Courses:

APPD	1116	History of Contemporary Fashion	3
ARCH	1130	Architectural History I	3
	1160	Architectural History II	3
ART	2278	Art from Prehistoric to 1450	3
	3377	Art from 1450 to 1750	3
	3378	Art from 1750 to 1950	3
	3380	Contemporary Issues in Art	3
ENGL	3394	Art of the Motion Picture	3
FREN	3315	French Film	3
MUSI	3313	Music in Western Civilization I	3
	3314	Music in Western Civilization II	3
THEA	2260	Theatre History	3
	3392	Costume History and Design	3

OR

Performance-Based Courses:

APPD	1102	Apparel Design	3
ART	1142	Drawing	3
	2241	Drawing from Life	3
	2261	Painting	3
	2283	Modeling and Sculpture	3
	3341	Graphics	3
	3362	Painting the Figure	3
	3363	Beginning Watercolor Painting	3
	3383	Pottery	3
ENGL	3332	Narrative & Descriptive Writing	3
	3333	Writing Non-fiction	3
	3344	Writing Poetry	3
	3345	Writing Fiction	3
GRAP	2225	Basic Photography	3
	2290	Electronic Art & Computer Imaging	3
	4400	Computer Animation & Multimedia	3
MUSI	1105	Functional Piano I-IV	1
	1139	Voice Class	1
	1167	Collegiate Singers	1
	1168	Marching Band	2
	1169	Concert Band	1
	1172	Orchestra	1
	2247	Stage Band	1
	2277	Chamber Choir	1
RECR	1146	Folk & Square Dance	2
THEA	1148	Theatre Workshop I	1
	2212	Theatrical Makeup	1
	2220	Oral Interpretation	3
	2230	Acting	3
	2238	Acting Workshop I	1
	2244	Introduction to Theatrical Design	3
PHED	1100	Fitness & Wellness	2

OR

Interdisciplinary/ Advanced Studies:

FOLK	2200	Introduction to Folklore	3
INTR	1100	Race, Class and Gender	3
INTR	2201	Introduction to Women's Studies	3
INTR	2280	Empowering Leadership	3
INTR	2281	Great Ideas of Leaders	3
INTR	4402	Seminar in Women's Studies	3

Any student who elects the Interdisciplinary/ Advanced Studies Option may select any course in a discipline beyond the 1100 level that is not required within their major or minor field of study.

Scientific Discovery 8 sem. hrs.

Understanding the fundamental processes of scientific inquiry, of science as a way of discovery, possessing the ability to analyze and solve problems and successfully employing quantitative reasoning are essential abilities in a rapidly emerging technological age. This grouping of disciplines will help to insure that students will develop a better appreciation of the basic scientific principles that govern the world and will provide a fundamental framework for them to successfully manage the practical aspects of their lives.

Students must fulfill their science requirement by completing any two four-credit laboratory or activities-based courses in biology, chemistry, physics, astronomy and geology or of an interdisciplinary nature. Students would be obliged to meet all prerequisites.

Science Courses:

BIOL	1101	Principles of Biology	4
	1102	Biology of Organisms	4
	1105	Biological Principles I	4
	1106	Biological Principles II	4
CHEM	1101	General Chemistry	4
	1102	General Chemistry	4
	1105	Chemical Principles	5
	1106	Chemical Principles	4

GEOL	1101	Physical Geology	4
	1102	Historical Geology	4
	1103	Introduction Environmental Geology	4
PHYS	1101	Introduction to Physics	4
	1102	Introduction to Physics	4
	1105	Principles of Physics	5
	1106	Principles of Physics	5
SCIE	1110	Chemistry of Life	4

Society/Human Interactions 6 sem. hrs.

Understanding humanity's social behaviors and appreciating humankind's endeavor to construct a body of common knowledge regarding the human condition are essential components of a student's knowledge. The varied disciplines represented will enable students to develop a comprehension of fundamental concepts, methods and attitudes and to understand and constructively appreciate the diversity of the contemporary world, a diversity that manifests itself not just in ideas and ways of knowing, but in populations and cultures as well.

Students must select a course from two different disciplines.

PSYC	1101	Introduction to Psychology I	3
SOCI	1110	Introduction to Sociology	3
	1111	Introduction to Anthropology	3
ECON	2200	Economics	3
	2201	Economics Principles I (Business Majors)	3
GEOG	2210	Intrduction to Geography	3
POLI	1103	American Government	3
	2200	Intro to Political Science	3
	2201	Principles of International Relations	3
	2203	Comparative Government	3
	4405	Terrorism	3

Writing Intensive Course

Students will be required to complete at least one designated writing intensive course as part of their liberal studies program or their major field of study. This course will not be in addition to other courses, but rather a course from those approved as liberal studies or majors courses.

Students cannot use ENGL 1104, 1108, 2220, 2221, 2230, or 2231 to satisfy the writing intensive course requirement.

Bachelor of Arts Degree

Students wishing to earn a Bachelor of Arts degree must meet all the requirements of the Bachelor of Science degree and complete an additional 12 semester hours in either French or Spanish.*

FREN 1101, 1102	Elementary French I, II	6
FREN 2201, 2202	Intermediate French I, II	6
	or	
SPAN 1101, 1102	Elementary Spanish I, II	6
SPAN 2201, 2202	Intermediate Spanish I, II	6

(Another foreign language may be substituted with permission)

Upon completion of the intermediate or advanced year's sequence of an accepted foreign language, a student will have concurrently completed 3 credit hours of the Liberal Studies Curriculum in Culture/Civilization.



College of Liberal Arts

Department of Language and Literature
(English, French, Journalism, and Spanish)

English

The English program provides instruction in the English language and literature as part of the university's liberal studies requirements. In addition, the department offers a bachelor of arts degree and a teaching specialization in English education. Two minors, one in business and technical writing and one in literature, are also available. Students in any program may select from a variety of courses to enhance their knowledge of English.

Advanced Standing

By reviewing high school records and performances on the ACT, the Registrar will determine eligibility for advanced standing and credit in English. To qualify, a student must have no semester grade of less than B in each of the four units of high school English and a score of 25 or higher on the English section of the Enhanced ACT or 470 on the English section of the SAT.

Major in English-Bachelor of Arts 42 sem. hrs.

Liberal Studies Requirements 12 sem. hrs.

ENGL	1104	Written English I	3
	1108	Written English II	3
	*2220	World Literature I	3
	*2221	World Literature II	3

*These courses are recommended by the School, but students may take the following genre sequence:

ENGL	2230	Introduction to Literature I: Prose Narratives	3
	2231	Introduction to Literature II: Poetry and Drama	3

Or, students may select from additional options as explained in the "Degree Requirements" section of the Catalog.

Upper Level Courses 42 sem. hrs.
Core Requirements:

ENGL	3303	Survey of American Literature I	3
	3304	Survey of American Literature II	3
	3313	Survey of British Literature I	3
	3314	Survey of British Literature II	3
	3320	Literary Criticism	3
	3374	Shakespeare	3
		Subtotal	18

Restricted Electives: Select one from each one of the following groups:

Group A: Select one (3)

ENGL	3330	Semantics and Pragmatics	3
	3331	Study of the English Language	3

Group B: Select one (3)

ENGL	3332	Narrative/Descriptive Writing	3
	3333	Writing Non-Fiction	3
	3344	Writing Poetry	3
	3345	Writing Fiction	3

Group C: Select one (3)

ENGL	3361	Major American Writers 1820-70	3
	3362	Major American Writers 1870-1940	3
	3363	American Novel	3

Group D: Select one (3)

ENGL	3370	Literature of the Middle Ages	3
	3373	Chaucer	3
	3375	Seventeenth Century British Literature	3
	3377	Eighteenth Century British Literature	3

Group E: Select one (3)

ENGL	3378	Literature of the Romantic Period	3
	3379	Literature of the Victorian Period	3
	3380	Twentieth Century British Literature	3
	3381	The British Novel	3

Group F: Select one (3)

ENGL	3390	Modern Drama	3
	3391	The Short Story	3
	3392	Contemporary Poetry	3
		Subtotal	18

Additional Electives: Select two courses from the following options (6)

Writing Option - Select two more writing courses from Group B.
OR
Literature Option - Select two courses from the following list or one course from this list and one course from Groups C to F.

ENGL	3382	World Novel	3
	3385	The Arthurian Tradition	3
	3386	The Bible as Literature	3
	3387	Folk Literature	3
	3388	Women's Literature	3
	3389	Minority Literature	3
	3393	Southern Literature	3
	3394	The Art of the Motion Picture	3
	3395	Journeys in Comparative Mythology	3
	3399	Special Topics in English	3
		Subtotal	6

Minor in English 21 sem. hrs

Liberal Studies Requirements 12 sem. hrs.

ENGL	1104	Written English I	3
	1108	Written English II	3
	*2220	World Literature I	3
	*2221	World Literature II	3

*These courses are recommended by the School, but students have the option of taking the genre sequence 2230-2231 or selecting from additional options as explained in the "Degree Requirements" section of the Catalog.

Upper Level Courses 21 sem. hrs.
Core Requirements:

ENGL	3374	Shakespeare	3
	3303	Survey of American Literature I	3
		or	
	3304	Survey of American Literature II	3

	3313	Survey of British Literature I	3
		or	
	3314	Survey of British Literature II	3
		Subtotal	9

Electives:

Group A: Select one (3)

ENGL	3330	Semantics and Pragmatics	3
	3331	Study of the English Language	3
	3332	Narrative and Descriptive Writing	3
	3333	Writing Non-Fiction	3
	3344	Writing Poetry	3
	3345	Writing Fiction	3

Group B: Select one (3)

ENGL	3303	Survey of American Literature I	3
		or	
	3304	Survey of American Literature II	3
	3361	Major American Writers, 1820-70	3
	3362	Major American Writers, 1870-40	3
	3363	American Novel	3

Group C: Select one (3)

ENGL	3313	Survey of British Literature I	3
		or	
	3314	Survey of British Literature II	3
	3370	Literature of the Middle Ages	3
	3373	Chaucer	3
	3375	Seventeenth Century British Literature	3
	3377	Eighteenth Century British Literature	3
	3378	Literature of the Romantic Period	3
	3379	Literature of the Victorian Literature	3
	3380	Twentieth Century British Literature	3
	3381	The British Novel	3
	3382	The World Novel	3

Group D: Select one (3)

ENGL	3320	Literary Criticism	3
	3382	World Novel	3
	3385	The Arthurian Tradition	3
	3386	The Bible as Literature	3
	3387	Folk Literature	3
	3388	Women's Literature	3
	3389	Minority Literature	3
	3390	Modern Drama	3
	3391	The Short Story	3
	3392	Contemporary Poetry	3
	3393	Southern Literature	3
	3394	The Art of the Motion Picture	3
	3395	Journeys in Comparative Mythology	3
	3399	Special Topics in English	3

Additional Writing Courses:

	3332	Narrative and Descriptive Writing	3
	3333	Writing Non-Fiction	3
	3344	Writing Poetry	3
	3345	Writing Fiction	3
		Subtotal	12

Minor in Business and Technical Writing 18 sem. hrs.

In addition to the twelve Liberal Studies semester hours required in ENGL (1104, 1108, and 2220, 2221 or 2230, 2231), the English minor taking this option is required to complete 18 hours in English and Journalism courses according to the following plan:

ENGL	1109	Technical Report Writing	3
	3330	Semantics and Pragmatics	3
	3333	Writing Non-Fiction	3
	3349	Advanced Technical Communication	3
JOUR	*2240	Reporting I (and L240)	3
	3312	The Publication Process	3

*JOUR 2240 should be taken before JOUR 3312.

B.A. in Education
English 5-Adult 45 sem. hrs.

Liberal Studies Requirements 12 sem. hrs.

ENGL	1104	Written English I	3
	1108	Written English II	3
	2220	Literature of the Western World I	3
	2221	Literature of the Western World II	3

If a student has already taken ENGL 2230 and 2231, he/she must also take ENGL 2220. If a student has taken either ENGL 2230 or 2231 (but not both), he/she must take both ENGL 2220 and 2221.

Upper Level Courses 45 sem. hrs.
Core Requirements:

ENGL	3301	Theories of Language I	3
	3302	Theories of Language II	3
	3303	Survey of American Literature I	3
	3304	Survey of American Literature II	3
	3313	Survey of British Literature I	3
	3314	Survey of British Literature II	3
	*3332	Narrative and Descriptive Writing	3
	3355	Young Adult Literature	3
	3374	Shakespeare	3
	**4431	Methods of Teaching English	3
JOUR	3312	The Publication Process	3
		Subtotal	33

*Also satisfies Liberal Studies Elective Option for additional writing course.
**Successful completion of PRAXIS (PPST) Test is a prerequisite.

Select one from each of the following groups:

British Literature: Select one (3)

ENGL	3370	Literature of the Middle Ages	3
	3373	Chaucer	3
	3375	Seventeenth Century British Literature	3
	3377	Eighteenth Century British Literature	3
	3378	Romantic Literature	3
	3379	Victorian Literature	3
	3380	Twentieth Century British Literature	3
	3381	British Novel	3

American Literature: Select one (3)

ENGL	3361	Major American Writers 1820-1870	3
	3362	Major American Writers 1870-1920	3
	3363	American Novel	3
	3393	Southern Literature	3

Study of Genre: Select one (3)

ENGL	3390	Modern Drama	3
	3391	Short Story	3
	3392	Contemporary Poetry	3
	3382	World Novel	3

Specialized Studies: Select one (3)

ENGL	3395	Journeys in Comparative Mythology	3
	3385	The Arthurian Tradition	3
	3386	Bible As Literature	3
	3387	Folk Literature	3
	3388	Women's Literature	3
	3389	Minority Literature	3

ENGL	3394	Art of the Motion Picture	3
	3399	Special Topics	3
		Subtotal	12

Folklore Studies

The study of folklore and folklife involves examination and analysis of traditional expressive culture in all its forms, including oral and material. In every society, agricultural and industrial, rural and urban, folklore is a vital part of life. In higher education, then, since folklore is a study of the humanist expression which is typically transmitted by tradition, it is related to all departments that deal with literature, art, and music. Since folklore also deals with the entire traditional culture of mankind as manifested in customs and beliefs, it has close affiliations with anthropology, psychology, sociology, history, philosophy, linguistics, design, and pedagogy.

A folklore studies specialization prepares the student for graduate studies and professional involvement in such areas as preservation, archiving, teaching, curating, historical parks and museum management, entertainment, and storytelling.

This 19 hour interdisciplinary academic minor, which can be attached to most liberal arts majors, is one of the features of the WV Folklife Center at FSU. Under the Department of Language and Literature, the Center is dedicated to the identification, preservation, and perpetuation of our region's rich cultural heritage, through academic studies; educational programs, festivals, and performances; and publications, such as *Traditions: A Journal of West Virginia Folk Culture and Educational Awareness* and *West Virginia Folk News.*

Minor 19 sem. hrs.

FOLK	2200	Introduction to Folklore	3
	L2200	Field Research/Oral History Techniques	1
	3300	Folk Literature	3
	3301	Material Culture	3
	3302	Regional Cultural Geography and History	3
	*4400	Directed Folklore Study	3-6
	4401	Folklore Application	3

* Only 3 hrs. are required, but students may wish to heighten their study by extending the hours between 4-6.

French

Students taking French courses enroll in a program aimed at developing skills in reading, speaking, listening and writing. There is instruction in French civilization, culture, and literature, all aimed at an understanding of the French mind. Students preparing to teach French and those preparing for fields of international relations and business have available a series of courses in conversation and composition to establish these advanced skills.

French Major

B.A. Degree 30 sem. hrs.
B.A. in Education (Single Teaching Field, Grades 5-Adult) 33

Required Courses

FREN	1101	Elementary French I	3
	1102	Elementary French II	3
	2201	Intermediate French I	3
	2202	Intermediate French II	3
	3311	French Composition and Conversation I	3
	3312	French Composition and Conversation II	3
	3314	French Civilization and Culture	3
	3321	Contemporary Literature	3
	4411	Advanced French Composition and Conversation	3
	4426	Main Currents of French Literature and Culture	3
	4431	Methods and Materials in Teaching French (Required for the B.A. in Education)	3

Minor 24 sem. hrs.
Required Courses 15 sem. hrs.

FREN	1101	Elementary French I	3
	1102	Elementary French II	3
	2201	Intermediate French I	3
	2202	Intermediate French II	3
	3311	French Composition and Conversation I	3
		or	
	3312	French Composition and Conversation II	3

Electives selected from any of the remaining French courses listed under the French Major 9

Journalism

The Journalism curriculum provides students with a varied academic program and many choices for practical mass media experience. Academically, students may select from the following Journalism programs:

I. Journalism as a minor compatible with any four-year major in either the bachelor of arts or the bachelor of science degrees. The minor provides non-teaching students with two options: the 18-hour minor applicable to any baccalaureate degree or as a Pre-Journalism program for students planning to transfer to professional journalism schools; and the 18-hour Technical Writing program, applicable also to any baccalaureate degree, for those who want greater concentration in writing and preparation for the variety of commercial and industrial writing and editing careers available to them.

II. Journalism as part of the Regents' degree with a combination of coursework and practical experience dependent upon individual programs and administrative approval.

All of these programs provide additional expertise in journalism through the practical experiences of staff work on the award-winning student publications—*The Columns*, the university's weekly newspaper; *Mound*, the yearbook; and *Whetstone*, the student art and literary journal. Students also gain practical experience through the required capstone experience, an internship with an off-campus media-related organization, where students gain additional skills under the supervision of a professional journalist.

Students in the Journalism Program should consult the Program Coordinator either before enrolling or before the end of their first semester to determine schedule and sequence of courses. All students in good standing are eligible to apply for staff work on the student publications. Students should consult the Student Publications Advisor and the appropriate editor.

Journalism courses are open as electives to students in any field. Specific courses are required, however, of students in Graphics/Fine Arts (Journalism 2240 and 3312) and in English Education (Journalism 3312). Students in any of these programs should check with the Program Coordinator about course sequence and prerequisites, listed with course descriptions elsewhere in this catalog.

Completion of JOUR 2240 and L2240 is necessary before enrolling in JOUR 3312. Students should also be able to type before registering for any of these courses.

Because prospective teachers, both elementary and secondary, need to be aware of the impact of mass communications today, they should consider taking one or more of the introductory courses, such as Reporting I, Communications and Society, or the History of American Journalism.

The journalism program has seven defined student learning outcomes:

1. Journalism majors will be able to relate the development of American journalism from its origins to its current effect on society.
2. Journalism majors will be able to articulate their understanding of the basic production methods of many media, including print, broadcast and computerized media.
3. Journalism majors will study the legal and ethical aspects of publication, including libel laws, the Constitution, and precedents of the US legal system.
4. Journalism majors will learn basic reporting styles and practice those skills in the style prescribed by the current edition of the *Associated Press Handbook*.
5. Journalism majors will be able to demonstrate the basics of two of the most common publication software programs, PageMaker and QuarkXPress.
6. Journalism majors will practice their skills as staff members of one of the recognized FSU student publications.
7. Journalism majors will gain real-world journalistic experience by completing an internship at an approved site.

Teaching Field in Journalism
Journalism, 5-Adult 24 sem. hrs.

JOUR	2240	Reporting I (and L240)	3
	2270	Communications in Society	3
	2280	History of American Journalism	3
	3312	The Publications Process	3
	3334	News Photography	3
	3341	Journalism Practice	3
MKTG	3320	Advertising and Sales Promotion	3
ENGL	4431	Methods and Materials	3

Pre-Journalism or Journalism Minor,
B.A. and B.S. Degrees 18 sem. hrs.

JOUR	2240	Reporting I (and L240)	3
	2270	Communications in Society	3
	2280	History of American Journalism	3
	3312	The Publications Process	3
	3334	News Photography	3
	3341	Journalism Practice	3

Journalism Minor-Technical Writing Option 18 sem. hrs.

ENGL	1109	Technical Report Writing	3
	3330	Semantics and Pragmatics	3
JOUR	2240	Reporting I (and L240)	3
	3312	The Publications Process	3
	3341	Journalism Practice	3

A minimum of three elective hours must be selected from among these courses:

ENGL	3333	Writing Non-Fiction	3
	3349	Advanced Technical Communications	3

In addition, the following electives are suggested:

ENGL	3333	Writing Non-Fiction	3
	3349	Advanced Technical Communications	3
JOUR	3334	News Photography	3

Spanish

Students taking Spanish courses at Fairmont State University enroll in a program aimed at developing skills in speaking, comprehension, reading, and writing. They will also gain an understanding of Hispanic culture both outside and inside of the United States. Students preparing to teach Spanish and those wishing to integrate Spanish into their chosen professions will be able to choose from a variety of courses aimed at helping them reach their career goals.

Bachelor of Arts Degree
Major 36 sem. hrs.

Required Courses 27 sem. hrs.

SPAN	1101	Elementary Spanish I	3
	1102	Elementary Spanish II	3
	2201	Intermediate Spanish I	3
	2202	Intermediate Spanish II	3
	3301	Spanish Composition and Conversation I	3
	3302	Spanish Composition and Conversation II	3
	4400	Survey of Latin American Literature	3
	4401	Survey of Peninsular Literature	3

Select one of the following:

SPAN	3310	Spanish Civilization and Culture	3
	3320	Latin American Civilization and Culture	3

Electives 9 sem. hrs.

Students may select from the following list or other courses approved by their advisor.

SPAN	1199	Special Topics	3
	2200	Language Through Video	3
	2250	Spanish for the Medical Professions	3
	2251	Spanish for Criminal Justice	3
	2252	Spanish for the World Economy	3
	3300	Undergraduate Internship	3-6
	3350	History of the Spanish Language	3
	4402	Independent Study	3-6
	4418	US Hispanic Cultures & Literature	3
	4431	Methods: Second Language Acquisition	3

Spanish majors are strongly recommended to spend at least one (1) semester abroad in a Spanish-speaking country, preferably but not necessarily in their junior year.

Teaching Field in Spanish
Single Teaching Field, Grades Pre K-Adult 36 sem. hrs.

Required Courses 33 sem. hrs.

SPAN	1101	Elementary Spanish I	3
	1102	Elementary Spanish II	3
	2201	Intermediate Spanish I	3
	2202	Intermediate Spanish II	3
	3301	Spanish Composition and Conversation I	3
	3302	Spanish Composition and Conversation II	3
	3350	History of the Spanish Language	3
	4400	Survey of Latin American Literature	3
	4401	Survey of Peninsular Literature	3
	4431	Methods: Second Language Acquisition	3

Select one of the following:

	3310	Spanish Civilization and Culture	3
	3320	Latin American Civilization and Culture	3

Electives 3 sem. hrs.

Students may select from the following list or other courses approved by their advisor.

SPAN	1199	Special Topics	3
	2200	Language Through Video	3
	3300	Undergraduate Internship	3-6
	3310	Spanish Civilization and Culture	3
	3320	Latin American Civilization and Culture	3

	4402	Independent Study	3-6
	4418	US Hispanic Cultures & Literature	3

Spanish majors are strongly recommended to spend at least one (1) semester abroad in a Spanish-speaking country, preferably but not necessarily in their junior year.

Minor 24 sem. hrs.

Required Courses:

SPAN	1101	Elementary Spanish I	3
	1102	Elementary Spanish II	3
	2201	Intermediate Spanish I	3
	2202	Intermediate Spanish II	3
	3301	Spanish Composition and Conversation I	3
	3302	Spanish Composition and Conversation II	3

Select one of the following:

	3310	Spanish Civilization and Culture	3
	3320	Latin American Civilization and Culture	3

Select one of the following:

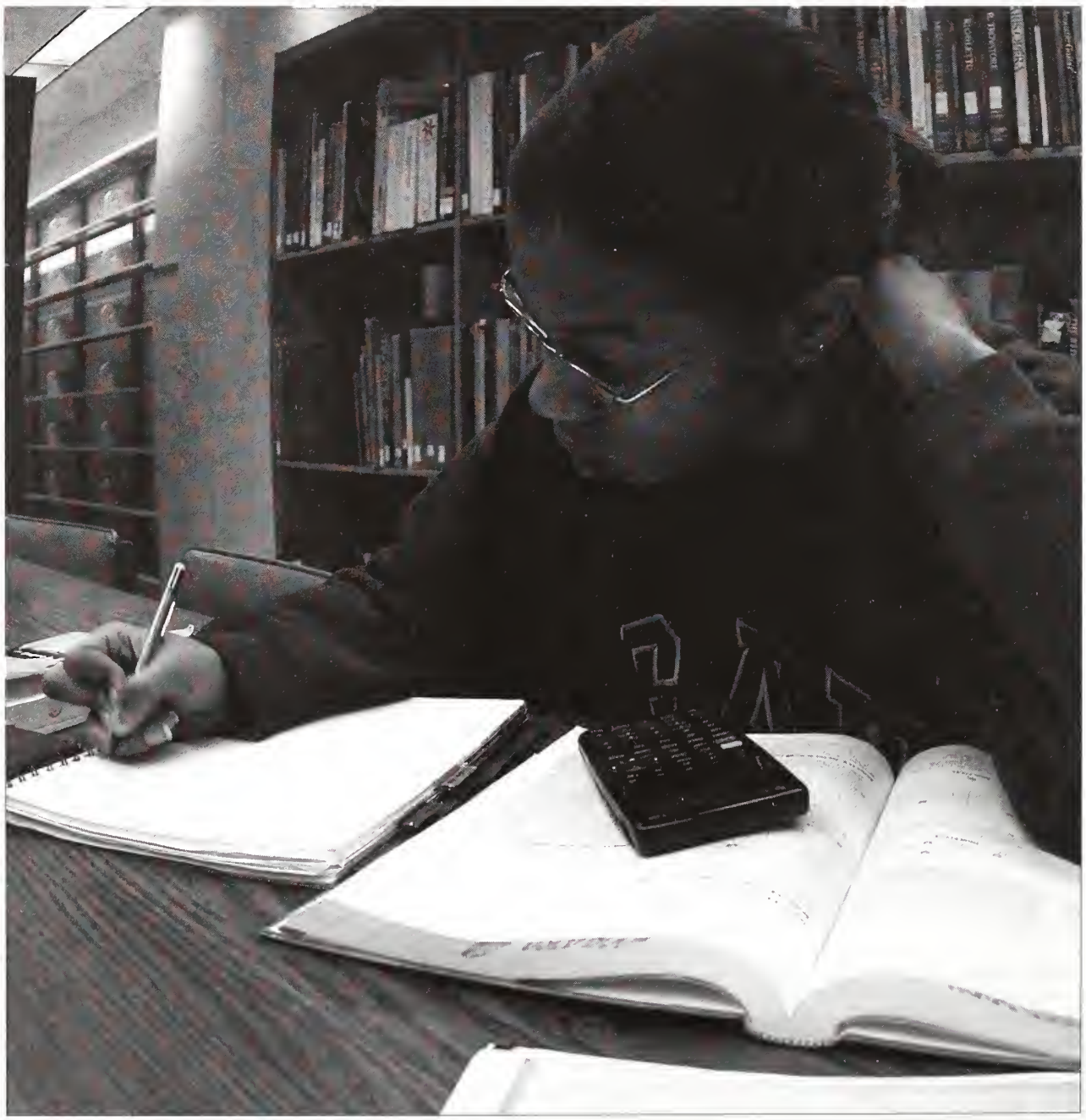
	4400	Survey of Latin American Literature	3
	4401	Survey of Peninsular Literature	3

Study Abroad

Students have the option of traveling to a Spanish-speaking country and doing research in an approved area of study for which they will receive 3 credit hours (Sp. 4402). Students in approved internships (Spanish 3300) will receive 3-6 upper division credit hours, depending upon the type and duration of the exchange.

Advanced Placement for Foreign Language Majors & Minors

Advanced Placement allows Spanish and French majors and minors with previous experience in the target language to accelerate their program. A placement exam will determine at what level the student may begin.



Department of Social Science
(Criminal Justice, History, Intelligence Research and Analysis, Philosophy, Political Science, and Social Studies)

Criminal Justice

Criminal justice refers to the structure, functions, and decision-making process of agencies that deal with the management and control of crime and criminal offenders. As an independent academic discipline, criminal justice is comparatively new. Interest in criminal justice education was spurred by the "war on crime" during the middle and late 1960's and the resulting massive federal funding for the upgrading of criminal justice agencies, technology, programming and for education of criminal justice personnel.

The Bachelor of Science Degree in criminal justice allows the student to choose an area of concentration, either law enforcement or corrections. Majors will be assigned an advisor who will assist in selection of courses relevant to individual interests and career aspirations.

Liberal Studies Requirements 44 sem. hrs.
Required CRJU Courses 24 sem. hrs.

CRJU	1100	Introduction to Criminal Justice	3
	1101	Police Operations	3
	2202	Principles of Criminal Law	3
	2206	Introduction to Corrections	3
	2212	Abnormal Behavior and Crisis Intervention	3
	2240	Adjudication Process	3
	3320	Criminology	3
	4410	Research in Criminal Justice	3
		or	
	4425	Evaluation of the Criminal Justice System	3

Required Courses in Human Behavior and Social Environment 21 sem. hrs.
(Minimum of one course in 3 fields)

GEOG	3315	Urban Geography	3
HIST	3319	Recent America	3
POLI	2204	Introduction to Public Administration	3
	2205	State and Local Government	3
	3304	American Const. Government and Law	3
	4404	Civil Liberties in the U.S.	3
PSYC	2210	Personal Adjustment	3
	2230	Social Psychology	3
	2250	Community Psychology	3
	3300	Abnormal Psychology	3
	4494	Interpersonal Dynamics	3
	4495	Psychology of Delinquency	3
SOCY	2200	Social Problems	3
	3300	Human Behavior and Social Environment	3
	3310	Sociology of the Family	3
	3340	Juvenile Delinquency	3
	4450	Minority Groups	3

Criminal Justice Concentrations (Select One)

Law Enforcement 15 sem. hrs.
(Must include a minimum of 12 hours of 3300-4400 level courses.)

CRJU	1199	Special Topics	1-6
	2203	Computer Crime	3
	2205	Natural Resources Laws	3
	2209	Firearms	3
	2215	Introduction to Private Security	3
	2218	Police Administration	3
	2220	Juvenile Justice Process	3
	2236	Criminal Investigation	3
	2246	Criminal Evidence	3
	2256	Homicide Investigation	3
	3300	Criminalistics	3
	3301	Internet Vulnerabilities and Criminal Act.	3
	3304	The Female Offender	3
	3305	Changing Roles of Women in Criminal Justice	3
	3310	Comparative Criminal Justice	3
	3316	Community Relations and Ethics	3
	3325	Analysis of Security Operations	3
	3340	Laws of Arrest, Search and Seizure	3
	3365	Licit and Illicit Drugs	3
	3370	Economic Crime	3
	3399	Special Issues in Criminal Justice	3-9
	4401	Independent Study	1-6
	4405	Terrorism	3
	4410	Research in Criminal Justice	3
	4411	Field Practicum	3-12
	4415	Community Policing	3
	4425	Evaluation of the Criminal Justice System	3
	4495	Seminars in Criminal Justice Management	1-3

Corrections 15 sem. hrs.
(Must include a minimum of 12 hours of 3300-4400 level courses.)

CRJU	1199	Special Topics	1-6
	2203	Computer Crime	3
	2209	Firearms	3
	2220	Juvenile Justice Process	3
	2236	Criminal Investigation	3
	2246	Criminal Evidence	3
	2255	Law of Corrections	3
	3300	Criminalistics	3
	3304	The Female Offender	3
	3305	Changing Roles of Women in Criminal Justice	3
	3316	Community Relations and Ethics	3
	3330	Group Disturbances	3
	3340	Laws of Arrest, Search and Seizure	3
	3350	Group Techniques	3
	3355	Analysis of Correctional Operations	3
	3360	Community Based Corrections	3
	3365	Licit and Illicit Drugs	3
	3370	Economic Crime	3
	3399	Special Issues in Criminal Justice	3-9
	4401	Independent Study	1-6
	4405	Terrorism	3
	4410	Research in Criminal Justice	3
	4411	Field Practicum	3-12
	4425	Evaluation of the Criminal Justice System	3
	4495	Seminars in Criminal Justice Management	1-3

Minor B.A. and B.S. degrees 18 sem. hrs.

CRJU	1100	Introduction to Criminal Justice	3
	1101	Police Operations	3
	2206	Introduction to Corrections	3
Approved CRJU Electives (6 hours 3300-4400 level)			9

History

Every field of thought and activity has a history, which is the pattern of its development through time. The work of the historian is to discover patterns of development and to combine them into a coherent exposition and interpretation of human existence. This is done by reasoning inductively from evidences of the past, such as written documents, verbal testimony, and significant physical remains.

The great advantages of historical study are:

(1)Emphasis on developmental and evolutionary aspects of human experience.

(2)Examination of many different fields of human activity.

(3)Freedom to select from insights and methods of many other fields.

Students who plan to pursue graduate study in history are encouraged to complete the Bachelor of Arts degree program.

Major (B.A./B.S. Degree) 60 sem. hrs.
Required Courses (B.A./B.S.) 45 sem. hrs.

HIST			
	1107, 1108	United States History I, II	6
	2211, 2212, 2213	World Civilizations I, II, III	9
	4498	Senior Seminar	3
	*3302-4499	Advanced History Electives	27

Additional Requirements (B.A. Degree) 15 sem. hrs.

ENGL	3322	Narrative and Descriptive Writing	3
		or	
	3333	Writing Non-Fiction	3
Foreign Language Requirement			12

Additional Requirements (B.S. Degree) 15 sem. hrs.

INFO	1100	Computer Concepts and Applications	3
ENGL	3322	Narrative and Descriptive Writing	3
		or	
ENGL	3333	Writing Non- Fiction	3
POLI	2240	Nonparametric Statistics	3
Also select two courses from the following list:			
ECON	2200	Economics	3
ENGL	3382	The World Novel	3
PHIL	2250	The Great Philosophers	3
	3325	Ethics	3
POLI	2200	Introduction to Political Science	3
	3304	American Constitutional Government and Law	3
PSYC	2220	History of Psychology	3
	2230	Social Psychology	3
SOCY	1100	Race, Class, and Gender	3
	3200	Human Behavior and Social Environment	3
	3260	Methods of Social Research	3
	1111	Introduction to Anthropology	3

*Advanced electives are selected with advisor's approval and must include at least three courses from each of the two groups listed below. Advanced electives may be taken only if the prerequisite is met or if the instructor's permission is obtained prior to registration.

Group I. United States History

HIST	3302	West Virginia	3
	3310	Diplomatic History of the United States	3
	3315	Colonial America	3
	3316	The Early Republic	3
	3317	Civil War and Reconstruction	3
	3318	Gilded Age to the Great Crash	3
	3319	Recent America	3
	3333	Social History of the American Woman	3
	3344	African-American History and Culture	3

Group II. World History and Topical Studies

HIST	3351	History of England	3
	3352	History of Russia	3
	4405	History of Africa	3
	4410	History of Asia	3
	4420	History of Latin America	3
	4425	Medieval Europe	3
	4431	Recent Europe	3
	4455	Revolutions in History	3
	4475	Philosophy of History	3

Minor 21 sem. hrs.

Required Courses

	1107, 1108	United States History I, II	6

Select two of the following courses:

	2211, 2212, 2213	World Civilizations I, II, III	6
	History Electives		9

Select three courses from:

Group I-United States History, and Group II-World History and Topical Studies. One course must be taken from each area.

Intelligence Research and Analysis

The Intelligence Research and Analysis Program is a concentration in the Social Sciences which is designed to provide the necessary background for students to pursue careers as research and/or intelligence analysts in government agencies and private enterprise. The work of these analysts, whether relating to national security or criminal investigative activities, involves the preparation of assessments based on the collection, correlation, and analysis of intelligence data.

Program requirements: Students seeking admission to the program must apply to the Intelligence Research and Analysis Program advisor and successfully complete an interview. To be recommended for graduation, the student must have a minimum GPA of 3.0 in all courses. Students who earn a grade of D or less in a course within the concentration must repeat that course.

The program advisor will conduct an annual review of the academic progress of all students enrolled in the program. Students whose GPA falls below 3.0 or who might otherwise exhibit behavior that is not conducive to ensuring employment in this field will be placed on probation or dropped from the program, depending on the outcome of the review.

Major B.A. degree 57 sem. hrs.
Required Courses 51 sem. hrs.

HIST	1107	U.S. History I	3
	1108	U.S. History II	3
	2213	World Civilizations III	3
	3301	History of Intelligence and National Security	3
	3310	Diplomatic History	3
SOCY	2240	Statistics	3
		or	
POLI	2240	Statistics	3
	1103	American Government	3
	2201	Principles of International Relations	3
	2203	Comparative Government	3
	2204	Introduction to Public Administration	3
	3310	Recent Political Theory	3
	3340	Research Methods and Analysis	3
CRJU		or	
	4410	Research in Criminal Justice	3
POLI	3350	International Law and Organization	3
	4405	Terrorism	3
		or	
CRJU	4405	Terrorism	3

PHIL	3350	Comparative Religions	3
SSCI	1101	Intro. to Intelligence Research/wlab	3
	4450	IRA Senior Seminar Project	3

Select from the following Electives 6 sem. hrs.

ECON	3302	Macroeconomics	3
CRJU	2236	Criminal Investigation	3
	2246	Criminal Evidence	3
	3310	Comparative Criminal Justice	3
SSCI	2200	Field Experience Practicum	3
Language related culture and history courses			3

Minor 21 sem. hrs.

CRJU	2246	Criminal Evidence	3
	4410	Research in Criminal Justice	3
HIST	3310	Diplomatic History	3
POLI	2204	Introduction to Public Administration	3
	4405	Terrorism	3
SSCI	1001	Intro. to Intelligence Research/wlab	3
	2200	Field Experience in IRA	3

Philosophy

Philosophy is neither dogma, nor advice for daily living, nor a body of comforting truisms. Rather, philosophy examines the premises on which systematic thought may rest; it explores the types of thought that may be produced in such areas of concern as ethics, politics, aesthetics, metaphysics, and epistemology; and it evaluates the advantages and penalties inherent in various modes and systems of thought. Thus philosophy encourages the thinking person to think well; to develop self-conception and world-view, values, expectations, commitments and loyalties in a rational and realistic manner.

Minor B.A. and B.S. Degrees 15 sem.hrs.
Required Courses

PHIL	2200	Introduction to Philosophy	3
	2250	Great Philosophers	3
		Philosophy Electives	9

Political Science

The political science curriculum is designed to provide an understanding of the political process in its many manifestations, including among other things: (1) the structure of government institutions; (2) the political behavior of individuals and groups; (3) the study of public problems characteristic of modern societies; and (4) a consideration of the interrelationships of institutions at different levels of our own government as well as those of others.

The principal objectives of the department of Political Science are: (1) to lay the basis for an understanding of governmental and administrative processes for those individuals planning public service careers in national, state, or local government; (2) to convey a facility for the substance and methods of the study of government and politics as preparation for graduate work in political science or public administration; and (3) to provide thorough preprofessional training for those students anticipating law school.

Courses offered in the department allow students to concentrate in broad fields and to develop more specialized programs reflecting their particular interests. Generally 1100-2200 level courses are survey courses and 3300-4400 level courses are specific topic courses. While both the major and minor in political science typically consist of necessary introductory work, the departmental faculty strongly urges students to take Political Science 2240 and 4470. Programs should be planned in consultation with an advisor, and students are encouraged to explore a variety of courses.

Major 36 sem. hrs.
Required Courses 21 sem. hrs.

POLI	1103	American Government	3
	2200	Introduction to Political Science	3
	2201	Principles of International Relations	3
	2203	Comparative Government	3
	2240	Nonparametric Statistics	3
	3340	Political Science Research Methods	3
	4470	Seminar in Political Science	3

Required Electives 15 sem. hrs.
Advanced Political Science courses are to be chosen with advisor's approval.

Minor 18 sem. hrs.
Required Courses

POLI	1103	American Government	3
	2200	Introduction to Political Science	3
		Electives	
		Any other Political Science Courses	12

Public Administration Minor 21 sem. hrs.

POLI	2204	Introduction to Public Administration	3
FINC	2201	Introduction to Finance	3
MGM	2209	Principles of Management	3
	3308	Personnel Management	3
SOCY	3360	Methods of Social Research	3
In addition select 6 hours from the following:			
POLI	2205	State and Local Government	3
MGMT	3390	Human Behavior in the Organization	3
	4409	Quantitative Management	3
BUSN	3310	Statistics	3
	4412	Applied Business Research	3

International Studies Minor 21 sem. hrs.
Required Courses 12 sem. hrs.

BUSN	3320	International Business	3
GEOG	3305	Economic Geography	3
PHIL	3350	Comparative Religions	3
POLI	2201	Principles of International Relations	3

Restricted International Studies Electives 9 sem. hrs.
(Select from at least two disciplines)

BIOL	2201	Global Ecology	3
	2285	Tropical Studies	3
ECON	3308	International Economics	3
ENGL	3381	The British Novel	3
	3382	The World Novel	3
FREN	3314	French Civilization and Culture	3
GEOG	3340	Geography of Europe	3
	3350	Geography of Latin America	3
	3360	Geography of Africa	3
	3370	Geography of Asia	3
HIST	3310	Diplomatic History of the United States	3
	3351	History of England	3
	3352	History of Russia	3
	4405	History of Africa	3
	4410	History of Asia	3
	4420	History of Latin America	3
	4431	Recent Europe	3
	4455	Revolutions in History	3
PHIL	3325	Ethics	3
POLI	2203	Comparative Government	3
	3321	U.S. Foreign Policy	3
	3350	International Law and Organization	3
	3393	Future Global Crises	3
	4405	Terrorism	3
	4406	International Problems	3
4411, 4412, 4413		Area Studies	3
SOCY	3301	Ethnology	3

SPAN	3310	Spanish Civilization and Culture	3
	3320	Latin American Civilization and Culture	3

Social Studies

The Social Studies 5-Adult Comprehensive Specialization is intended for those students preparing to teach in elementary, middle, or secondary schools. This degree program leads to a B.A. in Education and is designed to provide the interdisciplinary foundation necessary for teachers entering an integrated social science curriculum. Students desiring to teach a particular subject, such as history, should augment the core requirements with appropriate elective hours.

Teaching Fields in Social Studies

Social Studies Comprehensive 5-Adult 60 sem. hrs.
Required Courses

HIST	1107, 1108	United States History I, II	6
	2211, 2212, 2213	World Civilizations I, II, III	9
	3302	West Virginia	3
	3319	Recent America	3
	4431	Recent Europe	3
ECON	2200	Economics	3
GEOG	2210	Introduction to Geography	3
		3305, 3315, 3330, 3340, 3350, 3360, 3370	3
POLI	1103	American Government	3
	2200	Introduction to Political Science	3
SOCY	1110	Introductory Sociology	3
	3301	Ethnology	3
SSCI	*4431	Meth. and Mat. of Teaching Social Studies	3
	*4499	Interdisciplinary Seminar	3

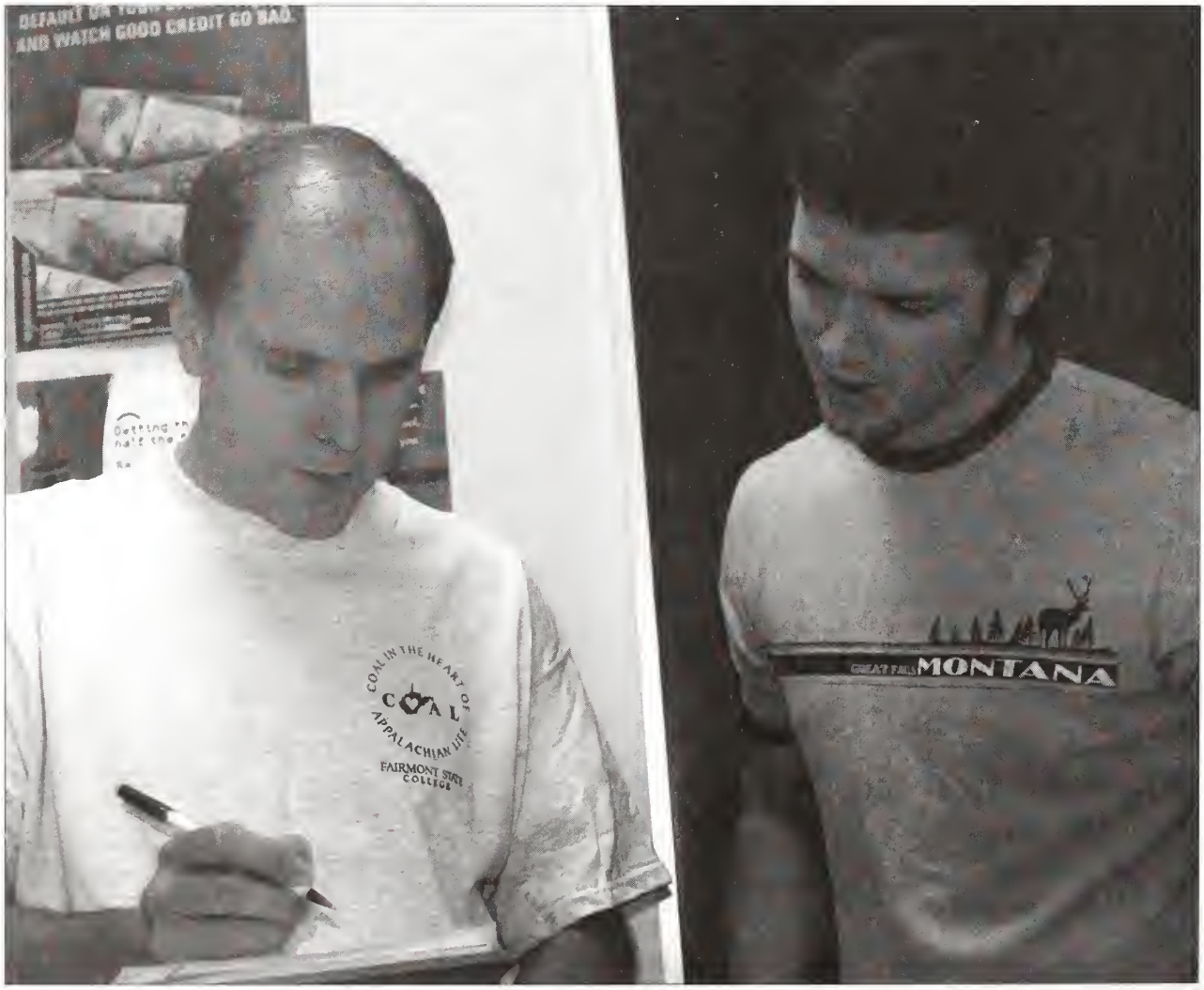
*Social Science 4431 and 4499 must be completed prior to admission to the Initial Performance Practicum and are offered only in the Fall Semester. Successful completion of PRAXIS (PPST) Test is a prerequisite.

Select one of the following options:

Option 1: Social Science Advanced Studies 9 sem. hrs.
These advanced studies in the social sciences allow prospective teachers to explore and understand the state guidelines for teacher education and the corresponding competencies in greater depth than in introductory core courses. These may be chosen from:

Economics 2202, 3301, 3302, 3303
Geography 3305, 3315, 3330, 3340, 3350, 3360, 3370
History-All Courses
Philosophy-6 hours maximum-2200, 2250, 3300, 3325, 3350, 4475
Political Science 2201, 2203, 2205, 3303, 3304, 3305, 3306, 3307, 3310, 4404, 4410, 4411, 4412, 4413
Psychology 1101, 1102, 2210, 2230, 2250, 3300, 3330, 3393, 4410, 4491, 4493, 4494, 4495
Sociology 2200, 2230, 3310, 3330, 3340, 4430, 4450

Option 2: A second teaching field outside the social sciences, grades 5-Adult.



Department of Behavioral Science
(Geography, Psychology, Sociology)

Geography

Geography minors have the opportunity to: (1) acquire an introductory background in geography; (2) analyze and explain the interrelations between man and the environment, including the physical, cultural, economic, political activities and problems, and the resource base; and (3) study spatial variations in physical, social, economic and political phenomena of major world regions.

Minor B.A. and B.S. Degrees 18 sem. hrs.

Required Courses in Geography

GEOG	210	Introduction to Geography	3
	305	Economic Geography	3
	315	Urban Geography	3
Electives		Any other courses in Geography or Geology	9

Psychology

The psychology curricula represent the dynamic flux that psychology, the science of behavior, possesses in the evolution of academia and society. The psychology curricula have been established to provide a strong foundation of applied and theoretical knowledge for those students anticipating future graduate work in various areas of psychology, social work, and counseling. Students who are preparing for the areas of medicine and law also utilize the psychology major.

All psychology majors are required to complete the courses that fall under Liberal Studies (40 hours). Psychology majors are encouraged to select a number of elective specialized psychology courses that could serve to expand their breadth of knowledge in particular areas of psychological interest.

General Core Courses (Required for Majors)

PSYC	1101	Introduction to Psychology	3
	2220	History & Systems of Psychology	3
	2230	Social Psychology	3
	2240	Statistics	4
	3300	Abnormal	3
	3310	Experimental	3
	3330	Developmental	3
	3350	Biopsychology	3
	3370	Theories of Learning	3
	3390	Foundations of Psychology	3
	4400	Psychometrics	3
	4410	Theories of Personality	3
	4460	Seminar	3
			40 hours

**Psychology majors may choose courses from either the Community Service or the Industrial Personnel specialized courses to satisfy their future professional needs.

Psychology majors interested in enhancing community service delivery knowledge and skills are encouraged to take six to twelve hours from the following specialized courses.

PSYC	2250	Community Psychology	3
	3399	Special Topics	3
	4480	Directed Studies	1-3
	4490	Directed Research	1-3
	4491	Psychopathology of Childhood and Adolescence	3
	4493	The Psychology of Aging	3
	4494	Interpersonal Dynamics	3
	4495	Delinquency	3
	4497	Practicum	3
	4485	Advanced Psychometrics	3

Psychology majors interested in enhancing skills relevant to industrial personnel careers are encouraged to take six to twelve hours from the following specialized courses.

PSYC	2260	Industrial and Personnel	3
	3360	Cognitive Psychology	3
	4480	Directed Studies	3
	4490	Directed Research	3
	4481	Methods	3
	4485	Advanced Psychometrics	3
	4487	Practicum	3

Psychology Minor

The psychology minor offers students the opportunity to enhance their major academic area with an emphasis in behavioral understanding and insight. The psychology minor's greatest strength and usefulness is a well-coordinated adjunct to the declared discipline of intense study. To insure the selection of relevant courses, students interested in obtaining a psychology minor should discuss their plans with a psychology faculty member.

Minor Required Courses

PSYC	1101	Introduction to Psychology	3
Any two courses from the 2200 level			6
Any three courses from the 3300 or 4400 level			9
			18 hours

*Students must meet any prerequisite requirements before taking courses.

Forensic Psychology - see Interdisciplinary Programs

Sociology

General Emphasis Program

The General Emphasis Program will expand a student's ability to question and understand various forms of social interaction in social and cultural systems. Here the department will provide knowledge of the substantive areas of sociology and anthropology, the use of concepts and research techniques of sociological investigation, and background in sociological theory.

Major, General Emphasis 30 sem. hrs.

Required Courses

SOCY	1110	Introductory Sociology	3
	2200	Social Problems	3
	2240	Nonparametric Statistics	3
	3301	Ethnology	3
	3360	Methods of Social Research	3
	4470	Sociological Theory	3
Electives in Sociology with consent of advisor			12
Any two courses from 2200 level			6
Any two courses from 3300 or 4400 level			6

Minor, General Emphasis 18 sem. hrs.

Required Courses 9 sem. hrs.

SOCY	1110	Introductory Sociology	3
	2200	Social Problems	3
	3301	Ethnology	3
Electives in Sociology			9

College of Science and Technology

Department of Biology and Chemistry

Biology

Students who major in biology select one of the following degree programs:

(1) the Bachelor of Science degree as preparation for employment, professional school or graduate study, or

(2) the Bachelor of Science degree with an emphasis in biotechnology as preparation for employment, professional school, or graduate study,

(3) Bachelor of Arts in Education degree with a specialization in biology as preparation for teaching biology in grades 9-Adult.

Students are required to complete basic courses in biology designed to provide a comprehensive understanding of living organisms. Electives allow students flexibility to gain additional knowledge in an area of interest. No minor is required for biology majors.

In addition to meeting the graduation requirements listed for the B.S. in Biology or B.A. in Education degree, students must also: (1) obtain a grade of "C" or better in BIOL 1105,1106, 2202, and 2203, (2) successfully complete an assessment exam the semester before applying for graduation.

Bachelor of Science Degree

Major 68 sem. hrs.
Required Courses 56 sem. hrs.

BIOL	1105	Biological Principles I	4
	1106	Biological Principles II	4
	2202	General Botany	4
	2203	General Zoology	4
	3306	Fundamentals of Ecology	4
	3368	Animal Physiology	4
		or	
	3370	Plant Physiology	4
	3380	Genetics	4
	3390	Molecular Biotechnology	4
	4485	Senior Seminar	2
CHEM	1105	Chemical Principles I	5
	1106	Chemical Principles II	4
	1113	Pract. Sci. Statistics with a Spreadsheet	1
	2201, 2202	Organic Chemistry I, II	8
MATH	1185	Applied Calculus I	
		or	
	1190	Calculus I	4

BIOL Electives 12

Biology Electives - Students must take at least three elective courses from at least two different areas listed below.

Cellular/Molecular Area

BIOL	3360	Biochemistry	4
	4420	Developmental Biology	4

Organismal Area

BIOL	3312	Advanced Botany	4
	3315	Invertebrate Zoology	4
	3316	Vertebrate Zoology	4

Population/Community Area

BIOL	3330	Aquatic Ecology	4
	3331	Terrestrial Ecology	4

Other biology courses that are available to meet the 128 hour graduation requirements include:

BIOL	1199	Special Topics in Biology	1-4
	2201	Global Ecology	4
	2224	Microbiology	4
	2285	Tropical Studies	4
	3340	Evolution	4
	3350	Comparative Vertebrate Anatomy	4
	4495	Problems in Biological Sciences.	2

The following additional courses will be required to obtain a biotechnology area of emphasis:

BIOL	3360	Biochemistry	4
CHEM	2205	Analytical Chemistry	4
CHEM	3301	Physical Chemistry	4
CHEM	4405	Advanced Integrated Lab	1
MATH	1113	Applied Statistics	4
PHYS			
	1101/1102	Intro to Physics	8
OR			
PHYS			
	1105/1106	Principles of Physics I and II	10

Total additional hours 25-27 hours

Minor 24 sem. hrs.

BIOL	1105	Biological Principles I	4
	1106	Biological Principles II	4
	2202	General Botany	4
	2203	General Zoology	4
		Electives*	8

*Electives can be selected from any biology course 1199 or higher.

Teaching Field in Biology

Single Teaching Field, Grades 9-Adult 48 sem. hrs.
Required in Biological Science

BIOL	1105	Biological Principles I	4
	1106	Biological Principles II	4
	2202	General Botany	4
	2203	General Zoology	4
	3306	Fundamentals of Ecology	4
	3380	Genetics	4
CHEM	1105	Chemical Principles I	5
	1106	Chemical Principles II	4
	1113	Pract. Sci. Statistics with a Spreadsheet	1
GEOL	1102	Historical Geology	4
MATH	1112	College Algebra or higher	3
PHYS	1101	Introduction to Physics	4
PHSC	4431	Meth. and Mat. in Teaching Science (offered second semester of each year)	3

All courses must be completed prior to admission to the Initial Performance Practicum.

Chemistry

Programs are available for students who wish to specialize in chemistry include:

(1) The B.S. degree with a major in chemistry provides a well-balanced program of courses in the major fields of chemistry, as well as mathematics and physics. A student completing this program will be competitive for graduate study or positions in industry or government agencies.

(2) The B.S. in chemistry with an emphasis in biotechnology provides an additional grounding in biology to the traditional chemistry major and prepares students for professional schools and graduate study in forensic science and pharmaceutical sciences, in addition to the options above.

(3) The B.A. in Education with a teaching field in chemistry equips the graduate to teach chemistry in any secondary school or to pursue graduate studies in Science Education.

Major-Bachelor of Science Degree 67 sem. hrs.
Required Courses

CHEM	1105	Chemical Principles I	5
	1106	Chemical Principles II	4
	1113	Pract. Sci. Statistics with a Spreadsheet	1
	2201, 2202	Organic Chemistry I, II	8
	2205	Analytical Chemistry	4
	2215	Intermediate Instrumental Analysis	4
	3301, 3302	Physical Chemistry I, II	8
	4405	Advanced Integrated Laboratory	7
	4450	Advanced Inorganic Chemistry	3
	4455	Advances in Modern Chemistry	3
BIOL	3360	Biochemistry	4
PHYS			
	1101, 1102	Introduction to Physics I, II	8
	OR		
	1105, 1106	Principles of Physics I, II	
MATH*	1185	Applied Calculus I	4
		or	
	1190	Calculus I	4
	1186	Applied Calculus II	4
		or	
	3315	Calculus II	4

* Students who do not meet the prerequisites for MATH 1185 or 1190 will be required to take MATH 1112 and/or MATH 1115.

The following additional courses will be required to obtain a biotechnology area of emphasis:

BIOL	1105	Biological Principles I	4
BIOL	1106	Biological Principles II	4
BIOL	3380	Genetics	4
BIOL	3390	Molecular Biotechnology	4
MATH	1113	Applied Statistics	4

Total additional hours 20 hours

Minor 22 sem. hrs

Required Courses

CHEM	1105	Chemical Principles I	5
	1106	Chemical Principles II	4
	1113	Pract. Sci. Statistics with a Spreadsheet	1
	2201, 2202	Organic Chemistry I, II	8
	2205	Analytical Chemistry	4
		or	
	2215	Intermediate Instrumental Analysis	4

Teaching Field in Chemistry
Single Teaching Field, Grades 9-Adult 38 sem. hrs.

CHEM	1105	Chemical Principles I	5
	1106	Chemical Principles II	4
	1113	Pract. Sci. Statistics with a Spreadsheet	1
	2201	Organic Chemistry I	4
	2205	Analytical Chemistry	4
	3301	Physical Chemistry I	4
	4405	Advanced Integrated Laboratory	1-2
MATH*	1185	Applied Calculus I	4
		or	
	1190	Calculus I	4
PHYS			
	1101, 1102	Introduction to Physics	8
PHSC	4431	Meth. and Mat. in Teaching Science (offered spring semester only)	3

*Students who do not meet the prerequisites for MATH 1185 or 1190 will be required to take MATH 1112 and/or MATH 1115. All courses in the single teaching field must be completed prior to admission to the Initial Performance Practicum.

Geology

Geology is offered as a fulfillment of the Liberal Studies requirement and as an integral part of various science-oriented teaching fields.



Department of Physics, Math, and Computer Science

Physics-Physical Science

The Department of Physics-Physical Science offers a minor field for students obtaining a Bachelor of Science or a Bachelor of Arts degree. Instruction is offered for students entering professions where a fundamental knowledge of physics is required.

The B.A. in Education degree with a specialization in secondary-school physics is offered with emphasis on promoting inquiry and further study as competency in teaching.

Minor, B.A. and B.S. Degrees 30 sem. hrs.

Required Courses

PHYS			
	1101, 1102	Introduction to Physics I, II	8
		(PHYS 1105/1106 strongly recommended in place of PHYS 1101/1102.)	
	3310	Electricity and Electronics	4
	3325	Advanced Physics I	4
	3335	Advanced Physics II	4
	3340	Special Problems	2
MATH			
	1185 or 1190	Applied Calculus I or Calculus I	4
		(or TEC 2290 - Engineering Analysis I)	
	1186 or 3315	Applied Calculus II or Calculus II	4
		(or TEC 3300 - Engineering Analysis II)	

Teaching Fields in Physics and General Science
Single Teaching Field
Physics Single Teaching Field, grades 9-Adult 43 sem. hrs.

CHEM			
	*1101, 1102	General Chemistry I, II	8
		(CHEM 1105/1106 strongly recommended in place of CHEM 1101, 1102.)	
PHYS			
	*1105, 1106	Principles of Physics I, II	10
	*2201	Demonstration in Physics	2
	*3310	Electricity and Electronics	4
	*3325, 3335	Advanced Physics I, II	8
MATH	*1185	Applied Calculus I	4
		or	
	1190	Calculus I	4
		(or TEC 2290 - Engineering Analysis I)	
	*1186	Applied Calculus II	4
		or	
	3315	Calculus II	4
		(or TEC 3300 - Engineering Analysis II)	
PHSC	*4431	Methods and Materials in Teaching Science	3
		(offered second semester of each year)	

General Science Single Teaching Field 5-Adult .. 38 sem. hrs.

BIOL	1105	Biological Principles I	4
	1106	Biological Principles II	4
CHEM			
	*1105	Chemical Principles	5
	1106	Chemical Principles II	4
GEOL			
	*1101-1102	Physical Geology, Historical Geology	8
PHYS			
	*1101-1102	Introduction to Physics	8
	*2202	Astronomy	3
PHSC	*4431	Meth. and Mat. in Teaching Science	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Mathematics

Students who major in Mathematics have the option of selecting one of the following degree programs: (1) the Bachelor of Science degree in Mathematics as a preparation for work in computing or for graduate study in mathematics or computer science, (2) the Bachelor of Arts in Education degree with a 5-Adult comprehensive teaching field as preparation for teaching Mathematics. MATH 1190, 3315, 3316, and 3361 are required for either degree and should be completed early in the program.

It is expected that students will present a minimum of four units of high school mathematics including two units of algebra, one unit of integrated geometry (or equivalent), and a fourth unit requiring algebra and geometry as prerequisites. Students who present less than this expected preparation may be required to complete appropriate lower level courses in addition to the stated requirements.

Students should consult with their advisor concerning credit for prerequisites and special examinations for course credit.

Major (B.S. Degree) 47-49 sem. hrs.

Required Courses 27 sem. hrs.

MATH	1190	Calculus 1	4
	2200	Mathematical Logic	3
	2212	Sets, Relations and Functions	3
	3315	Calculus II	4
	3316	Calculus III	4
	3335	Probability and Statistics	3
	3361	Abstract Algebra	3
	3362	Linear Algebra	3

Related Courses 11-13 sem. hrs.

COMP	1102	Principles of Programming I	3

Any of the following Laboratory Science Sequence 8-10
Biology Principles I (BIOL 1105) and
Biology Principles II (BIOL 1106)
or
Introduction to Zoology 1185 and
Introduction to Botany 1190
or
General Chemistry 1101 and 1102 or
Chemical Principles 1105 and 1106
or
Physical Geology 1101 and
Historical Geology 1102 or
Introduction to Environmental Geology 1103
or
Introduction to Physics 1101 and 1102 or
Principles of Physics 1105 and 1106

Electives 9 sem. hrs.
(At least one of the following courses must be selected: MATH 3375, 3391, 4411, or 4413.)

MATH	2206	Introduction of Theory of Numbers	3
	2214	History of Mathematics	3
	2216	Discrete Mathematics	3
	3336	Probability and Statistics	3
	3342	Numerical Analysis	3
	3372	Modern Geometry	3
	3375	Topology	3
	3391	Real Analysis	3
	4401	Differential Equations	3
	4411	Advanced Calculus	3
	4413	Introduction to Complex Analysis	3
COMP	1108	Principles of Programming II	4

Minor 24 sem. hrs.

Required Courses 12 sem. hrs.

MATH	1190	Calculus 1	4
	3315	Calculus II	4
	3316	Calculus III	4

Electives to be selected with advisor's approval. Four courses are to be selected from the following with at least one from each group and two at the 3300 level or above.

Group I

MATH	2216	Discrete Math	3
	3335	Probability and Statistics I	3
	3336	Probability and Statistics II	3
	3342	Numerical Analysis	3
	3362	Linear Algebra	3
	4401	Differential Equations	3

Group II

MATH	2200	Mathematical Logic	3
	2206	Introduction to Theory of Numbers	3
	2212	Sets, Relations and Functions	3
	2214	History of Mathematics	3
	3361	Abstract Algebra	3
	3372	Modern Geometry	3
	3375	Topology	3
	3391	Real Analysis	3
	4411	Advanced Calculus	3
	4413	Introduction to Complex Variables	3

Mathematics Subject Specialization 5-9 26 sem. hrs.
(General mathematics through Algebra I)

MATH	1110	Mathematics for Elem. Teachers I	3
	1113	Applied Statistics	4
	1115	Trig. and Elementary Functions	3
	1185	Applied Calculus I	4
	2210	Mathematics for Elem. Teachers II	3
	2216	Intro. to Discrete Mathematics	3
	3323	Mathematics for Elem. Teachers III	3
	*4431	Methods and Materials in Teaching Mathematics	3

Comprehensive Teaching Field 5-Adult 36 sem. hrs.

MATH	1190	Calculus I	4
	2212	Sets, Relations and Functions	3
	2216	Introduction to Discrete Mathematics	3
	3315	Calculus II	4
	3316	Calculus III	4
	3335	Probability and Statistics	3
	3361	Abstract Algebra	3
	3362	Linear Algebra	3
	3372	Modern Geometry	3
	*4431	Meth. and Mat. Teaching Math	3
COMP	1202	Prin. of Programming I	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.

Computer Science

Students may complete the B.S. in Computer Science in preparation for immediate employment in a software development position or in preparation for graduate studies. Because of rapid changes in this field, requirements are designed to provide students with a fundamental understanding of those concepts of computer science which will enable them to adapt to any current computing environment.

Computer Science Major 50 sem. hrs.

COMP	1102	Principles of Programming I	3
	1108	Principles of Programming II	3
	2200	Principles of Programming III	3
	2201	Machine Organization	3
	2215	Software Design and Development with Ada	3
	2230	Java and Internet Applications	3
	2270	Data Structures, Algorithms and OOP I	3
	3300	Computer Graphics	3
	3310	Artificial Intelligence	3
	3370	Data Structures, Algorithms and OOP II	3
	4410	Database Management	3
	4420	Selected advanced Topics or	
	4421	Computer Science Special Topics	3
MATH	1170	Introduction to Analysis	4
	1190	Calculus I	4
	2200	Mathematical Logic	3
	2216	Discrete Mathematics	3

NOTES: Students should attempt to complete COMP 1102, and 1108, and MATH 1170, and 2216 by the end of their freshman year. Students already having credit for MATH 1115-Trigonometry and Elementary Functions and Calculus I may use MATH 2212-Sets, Relations and Functions as an alternative to MATH 1170.

Computer Security Major 62 sem. hrs.

COMP	1102	Principles of Programming I	3
	1108	Principles of Programming II	3
	2200	Principles of Programming III	3
	2201	Machine Organization	3
	2230	Java and Internet Applications	3
	2240	Operating Systems	3
	2270	Data Structures, Algorithms and OOP I	3
	3320	Fundamentals of Computer Security	3
	3380	Cryptography in Computer Security	4
	3390	Network Security Technology	4
	3395	Legal and Ethical Issues in Computer Security	3
	4410	Database Management	3
	4415	Vulnerability Assessment	4
	4495	Computer Security Internship	3
INFO	2250	Networking Fundamentals	3
MATH	1170	Introduction to Analysis	4
	1190	Calculus I	4
	2200	Mathematical Logic	3
	2216	Discrete Mathematics	3

Computer Science Minor 19 sem. hrs.
Required Courses 13 sem. hrs.

COMP	1102	Principles of Programming I	3
	1108	Principles of Programming II	3
	2200	Principles of Programming III	3
MATH	1170	Math Analysis	4

In addition select any two of the following Computer Sciences courses: 6 sem. hrs.

COMP	2201	Machine Organization	3
	2215	Software Design and Development with Ada	3
	2230	Java and Internet Applications	3
	2270	Data Structures, Algorithms and OOP I	3

Students may not minor in Computer Science when majoring in Information Systems.

Department of Technology

(Aviation Technology, Engineering Technologies, Graphics Technology, and Technology Education)

Aviation Technology

The Bachelor of Science in Aviation Technology is offered to students whose career objective is the management and operation of airside activities in the aviation industry. The program provides the graduate with technical competence in an aviation related career as well as the skills needed to assume supervisory responsibilities. There are four areas of specialization in this degree: Airway Science Technology, Aviation Administration with a Flight option, Aviation Maintenance Management, and Avionics Maintenance Management.

Aviation Common Core 27-30 sem. hrs.

AVMA	3301	Aviation History	3
	3302	Aviation Law	3
	3303	Airline Operations	3
	3304	Aviation Maintenance Management	3
	3305	General Aviation Operations	3
	3307	Aviation Safety	3
	4402	Fiscal Aspects of Aviation Management	3
MANF	*2250	Total Quality and SPC	3
MGMT	2209	Principles of Management	3
	3390	Human Behavior in Organizations	3

*Not required for the Aviation Maintenance Management Option

Airway Science Technology 133 sem. hrs.

This option prepares students to pursue a career as an electronics technologist within the Federal Aviation Administration. The electronic technologist designs, installs, and maintains the specialized electronic equipment used in the national airspace system. This program was designed to meet the rigid requirements of the Federal Aviation Administration for Airway Science programs.

Aviation Common Core 30 sem. hrs.
Technical Speciality Courses 84 sem. hrs.
Additional Liberal Studies Courses 19 sem. hrs.

Technical Specialty Courses

AVMA	1100	Aircraft Flight Theory	3
AVIO	2202	Instrument Landing Systems	3
	2204	Aircraft Navigation System	3
	2206	Aircraft Communication Systems	3
DRAF	1100	Engineering Graphics	3
CHEM	1101	General Chemistry I	4
COMP	1101	Applied Technical Programming	3
ECON	2200	Economics	3
ELEC	1100	Circuit Analysis I	3
	2210	Circuit Analysis II	3
	2215	Basic Transistors	3
	2220	Linear Electronics	3
	2230	Digital Electronics	3
	2250	AC-DC Machinery and Controls	3
	2270	Microcomputers	3
ENGL	1109	Technical Report Writing	
		or	
BUSN	2251	Business Communications	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
POLI	1103	American Government	3
PSYC	1101	Introduction to Psychology	3
	2240	Statistics	4
SOCY	1110	Introduction to Sociology	3
TECH	2290	Engineering Analysis I	4
	3300	Engineering Analysis II	4

Aviation Administration 128 sem. hrs.

This option prepares the student for employment in administrative areas with companies in and related to the aviation industry. Typical positions include airport manager, fight dispatcher, station management, flight scheduler, crew coordinator, air cargo administration, aviation marketing and air traffic controller.

Aviation Common Core 30 sem. hrs.
Technical Specialty Courses 76 sem. hrs.
Additional Liberal Studies Courses 22 sem. hrs.

Technical Specialty Courses

ACCT	2201	Principles of Accounting	3
AVMA	1100	Aircraft Flight Theory	3
	1102	Introduction to Air Traffic Control	3
	2210	Aviation Meteorology	3
	2211	Airport Management	3
	2213	Airport Planning and Development	3
	2214	Advanced Air Traffic Control	3
ECON	2200	Economics	3
ENGL	1109	Technical Report Writing	3
COMP	1101	Applied Technical Programming	3
MKTG	2204	Marketing	3
	3320	Advertising	3
	4411	Marketing Management	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
PSYC	1101	Introduction to Psychology	3
PHYS	1101	Introduction to Physics	4
	1102	Introduction to Physics	4
SFTY	1100	Safety& Envir. Components of Industry	3
	1150	Safety Mgt. and Concepts in Accident Prevention	3
SOCY	1110	Introductory Sociology	3
SPCH	3369	Communication in Organizations	
		or	
	3361	Speaking for Business and Professionals	3
		Aviation Electives	6
		Elective	2

Flight Options: Students will substitute the following courses in lieu of AVMA 1100, 2210, and 3399 for a Flight Option in the Aviation Administration degree.

AVMA	1101	Private Pilot Technology	3
	2201	Instrument Pilot Technology	3
	3300	Commercial Pilot Technology	3

+Flight Fees for students to obtain their private, commercial, or instrument license must be paid in the amount of $5,700.00 during the semester in which you enroll in the class.

Minors

Aviation Administration 21 sem. hrs.

Required Courses

AVMA	1100	Aircraft Flight Theory	3
	1102	Introduction to Air Traffic Control	3
	2211	Airport Management	3
	3303	Airline Operations	3
	3305	General Aviation Operations	3

Select two courses from the following:

AVMA	2213	Airport Planning and Development	3
	3301	Aviation History	3
	3302	Aviation Law	3
	3307	Aviation Safety	3
	4401	Trends & Current Issues in Aviation	3

Flight 18 sem. hrs.

Required Courses

AVMA	1101	Private Pilot Technology	3
	3301	Aviation History	3
	3302	Aviation Law	3
	3305	General Aviation Operations	3

Select two courses from the following:

AVMA	2211	Airport Management	3
	2213	Airport Planning and Development	3
	2214	Advanced Air Traffic Control	3
	3303	Airline Operations	3
	3307	Aviation Safety	3

Aviation Maintenance Management 137 sem. hrs.

This option prepares the student for entry level management positions in the maintenance field with airlines, aviation manufacturers, repair stations, and fixed based operators. All graduates must have obtained the FAA Airframe and Power-plant License. This program is approved by the Federal Aviation Administration and meets the requirements of Federal Aviation Regulation 147.

Aviation Common Core 27 sem. hrs.
Technical Specialty Courses 88 sem. hrs.
Additional Liberal Studies Courses 22 sem. hrs.

Technical Specialty Courses

AVMT	1101	Intro. to Aviation Maintenance	3
	1102	Aircraft Basic Science	3
	1103	Aviation Shop Practices	3
	1105	Aircraft Utility Systems	3
	1106	Aircraft Information Systems	3
	1109	Aircraft Electronics	3
	2201	Reciprocating Engines and Systems	3
	2202	Aircraft Sheet Metal Structures	3
	2203	Reciprocating Engine Maintenance and Return to Service	5
	2204	Propeller Systems	3
	2205	Turbine Engines and Systems	3
	2206	Aircraft Fluid Power Landing Gear Systems	3
	2207	Turbine Engine Maintenance and Return to Service	3
	2208	Cabin Atmosphere Control Systems	3
	2209	Aircraft Flight Control Systems	3
	2210	Non Metallic Structures	3
AVMA	4404	Advanced Composite Structures or	
	4405	Advanced Non Destructive Testing	3
AVIO		Aviation Elective	3
AVIO	1110	Aircraft Power Generation and Distribution Systems	3
ECON	2200	Economics	3
ENGL	1109	Technical Report Writing	3
COMP	1101	Applied Technical Programming	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
PSYC	1101	Introduction to Psychology	3
SOCY	1110	Introductory Sociology	3

Avionics Maintenance Management 128 sem. hrs.

This option prepares the student for entry level management positions in the avionics field with airlines, aircraft and avionics manufacturers, repair stations, and fixed base operators. All graduates must have obtained the FCC General Radio Telephone License.

Aviation Common Core 30 sem hrs.
Technical Specialty Courses 73 sem. hrs.
Additional Liberal Studies Courses 25 sem. hrs.

Technical Specialty Courses

AVMA	1100	Aircraft Flight Theory	3
AVIO	1102	Principles of Radio Transmitters and Receivers	3
	1110	Aircraft Power Generation and Distribution Systems	3
	2200	Electronics Flight Management Systems	3
	2202	Instrument Landing Systems	3
	2204	Aircraft Navigation Systems	3
	2206	Aircraft Communications Systems	3
	2208	Avionics Maintenance Practices	2
	2209	Aircraft Pulse and Radar Systems	3
	2210	FCC License Preparation	2
ECON	2200	Economics	3
ELEC	1100	Circuit Analysis I	3
	2200	Electronic Shop Practices	3
	2210	Circuit Analysis II	3
	2215	Basic Transistors	3
	2230	Digital Electronics	3
ENGL	1109	Technical Report Writing	3
COMP	1101	Applied Technical Programming	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
SOCY	1110	Introductory Sociology	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
PSYC	1101	Introduction to Psychology	3
		Elective	1

Avionics Minor* 20 sem. hrs.

AVIO	1102	Principles of Radio Transmitters and Receivers	3
	2200	Electronic Flight Management Systems	3
	2202	Instrument Landing Systems	3
	2204	Aircraft Navigation Systems	3
	2206	Aircraft Communication Systems	3
	2209	Aircraft Pulse and Radar Systems	3
	2210	FCC License Preparation	2

* Restricted to Electronics Engineering Technology Majors

Engineering Technology

Students working toward the Bachelor of Engineering Technology degree will be primarily concerned with applying established scientific and engineering knowledge and method. A strong background in mathematics and science is recommended for entry into this program. The curriculum, including general education courses in business, the humanities, science and math, emphasizes the relationships of the various disciplines to technological processes in industry.

Applicants for the B.S. degree in Architectural Engineering Technology, Civil Engineering Technology, Electronics Engineering Technology, Mechanical Engineering Technology, and Safety Engineering Technology must complete the corresponding A.S. or A.A.S. degree or have graduated from an approved high school with at least a 2.75 grade point average and achieved a minimum ACT composite score of 19 (SAT 910).

Architectural Engineering Technology A.S. 64 sem. hrs.

ARCH	1130	Architectural History I	3
	1160	Architectural History II	3
	2210	Design I	4
	2225	Architectural CADD	3
	2250	Design II	4
ART	1111	Art Fundamentals	3
CIVL	2210	Light Construction	4
COMP	1101	Applied Technical Programming	3
ENGL	1104	Written English I	3
	1108	Advanced Written English II	3
MATH	1101	Applied Technical Math I	3
	1102	Applied Technical Math II	3
MECH	1100	Statics	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
SPCH	1100	Speech Communication .	3
ARCH		Drawing Elective	3
Fine Arts Elective			2
Social Science Elective			3
Elective			3

Architectural Engineering Technology B.S.E.T. 128 sem. hrs.
Requirements—Architecture 93 sem. hrs.

Technical Specialty Courses

ARCH	1130	Architectural History I	3
	1160	Architectural History II	3
	2210	Design I	4
	2225	Architectural CADD	3
	2250	Design II	4
	3300	Design III	4
	3310	Construction Details and Materials	4
	3320	Site Planning	3
	3350	Design IV	4
	4420	Urban Design and Preservation	3
	4430	Mechanical and Electrical Systems	3
	4450	Design V	4
	4460	Design VI	4
ART	1111	Art Fundamentals	3
CIVL	2210	Light Construction	4
	2220	Construction Materials and Methods	4
	2290	Introduction to Structures	3
COMP	1101	Applied Technical Programming	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
MECH	1100	Statics	3
	2200	Strength of Materials	4
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
		Arch Drawing Elective	3
		Arch Electives	6

Civil Engineering Technology A.S.
(TAC of ABET Accredited) 67 sem. hrs.

CHEM	1101	General Chemistry	4
CIVL	2200	Introduction to Surveying	3
	2210	Light Construction	4
	2220	Construction Materials and Methods	4
	2230	Construction Estimating	3
	2240	Construction, Land and Route Surveying ..	3
	2275	Civil Engineering Graphics	3
	2280	Environmental Engineering Technology I ..	3
	2290	Introduction to Structures	3
DRAF	2200	Fundamentals of CAD	3
ECON	2200	Introduction to Economics	3
ENGL	1104	Written English I	3
	1108	Written English II	3
INFO	1100	Computer Concepts and Applications	3
MATH	1101	Applied Technical Math I	3
	1102	Applied Technical Math II	3
MECH	1100	Statics	3
	2200	Strength of Materials	4
PHSC	1103	Geology	2
SPCH	1100	Intro. to Speech Comm.	3
TECH	2290	Engineering Analysis I	4

Civil Engineering Technology B.S.E.T.
(TAC of ABET Accredited) 129 sem. hrs.
Requirements - Civil 101 sem. hrs.

Technical Specialty Courses

CHEM	1101	General Chemistry I	4
PHYS	1101	Introduction to Physics I	4
CHEM	1102	General Chemistry II	
		or	
PHYS	1102	Introduction to Physics II	4
CIVL	2200	Introduction to Surveying	3
	2210	Light Construction	4
	2220	Construction Materials and Methods	4
	2230	Construction Estimating	3
	2240	Construction, Land and Route Surveying ..	3
	2275	Civil Engineering Graphics	3
	2280	Environmental Engineering Technology I ..	3
	2290	Introduction to Structures	3
	3305	Hydraulics and Hydrology	3
	3340	Soil Mechanics and Environmental Geotechnics	4
	*4400	Highway Design and Transportation	3
	4410	Structural Analysis	3
	4420	Construction Planning and Administration	3
	4440	Structural Design	3
	4460	Environmental Engineering Technology II...	3
	4470	Advanced Soil Mechanics and Foundation Design	3
DRAF	2200	Fundamentals of CAD	3
ENGL	1109	Technical Report Writing	3
ECON	2200	Economics	3
INFO	1100	Computer Concepts and Applications	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
MECH	1100	Statics	3
	2200	Strength of Materials	4
	3320	Dynamics	3
PHSC	1103	Geology	2
TECH	2290	Engineering Analysis I	4
	3300	Engineering Analysis II	4

*Not required for the Environmental Emphasis

Environmental Emphasis 132/133 sem. hrs.

SFTY	1100	Safety and Envir. Components of Industry	3
and			
	2291	Environmental Engr. Tech.: Hazardous Waste	4
or			
	3335	Air Pollution	3

Electronics Engineering Technology A.S.
(TAC of ABET Accredited) 69 sem. hrs.

COMP	1101	Applied Technical Program	3
DRAF	1100	Engineering Graphics	3

ECON	2200	Introduction to Economics	3
ELEC	1100	Circuit Analysis I	3
	2200	Electronic Shop Practices	3
	2210	Circuit Analysis II	3
	2215	Basic Transistors	3
	2220	Linear Electronics	3
	2230	Digital Electronics	3
	2240	Industrial Electronics	3
	2250	AC-DC Machinery and Controls	3
	2260	Communication Systems	3
	2270	Microcomputer Systems	3
	2280	Programmable Controllers	3
ENGL	1104	Written English I	3
	1109	Technical Report Writing	3
MATH	1101	Applied Technical Math I	3
	1102	Applied Technical Math II	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
SPCH	1100	Intro. to Speech Comm.	3
TECH	2290	Engineering Analysis I	4

Electronics Engineering Technology B.S.E.T.
(TAC of ABET Accredited) 130 sem. hrs.
Requirements-Electronics 99 sem. hrs.

Technical Specialty Courses

CHEM	1101	General Chemisty I	4
COMP	1101	Applied Technical Program	3
DRAF	1100	Engineering Graphics	3
ENGL	1109	Technical Report Writing	3
ELEC	1100	Circuit Analysis I	3
	2200	Electronics Shop Practices	3
	2210	Circuit Analysis II	3
	2215	Basic Transistors	3
	2220	Linear Electronics	3
	2230	Digital Electronics	3
	2240	Industrial Electronics	3
	2250	AC-DC Machinery and Controls	3
	2260	Communications Systems	3
	2270	Microcomputer Systems	3
	2280	Programmable Controllers	3
	3300	Advanced Linear Electronics	3
	3310	Advanced Microcomputer Systems	3
	4400	Senior Electronics Project	3
	4410	Data Acquisition and Control Systems	4
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
MANF	2250	Total Quality and SPC	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
SFTY	1100	Safety& Envir. Components of Industry	3
TECH	2290	Engineering Analysis I	4
	3300	Engineering Analysis II	4
Technology Electives (Advisor approved)			9
General Electives (Advisor approved)			3

Minor —Electronics Engineering Technology 19 sem. hrs.

ELEC	1100	Circuit Analysis I	3
	2210	Circuit Analysis II	3
	2230	Digital Electronics	3
	2270	Microcomputers	3
	3310	Advanced Microcomputer Systems	3
PHYS	1101	Introduction to Physics	4

Mechanical Engineering Technology A.S.
(TAC of ABET Accredited) 67 sem. hrs.

COMP	1101	Applied Technical Programming	3
DRAF	1100	Engineering Graphics	3
	2200	Fundamentals of CAD	3
	2235	Technical Drafting	3
ECON	2200	Introduction to Economics	3
ELEC	1100	Circuit Analysis I	3
	2250	AC-DC Machinery and Controls	3
ENGL	1104	Written English I	3
	1109	Technical Report Writing	3
MATH	1101	Applied Technical Math I	3
	1102	Applied Technical Math II	3
MECH	1100	Statics	3
	2200	Strength of Materials	4
	2210	Thermodynamics I	3
	2220	Fluid Mechanics	3
	2240	Machine Design I	3
MANU	1100	Materials and Processes	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
SPCH	1100	Intro. to Speech Comm.	3
TECH	2290	Engineering Analysis I	4

Mechanical Engineering Technology B.S.E.T.
(TAC of ABET Accredited) 133 sem. hrs.
Requirements-Mechanical 100 sem. hrs.

Technical Specialty Courses

ENGL	1109	Technical Report Writing	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
CHEM	1101	General Chemistry I	4
	1102	General Chemistry II	4
COMP	1101	Applied Technical Program	3
DRAF	1100	Engineering Graphics	3
	2200	Fundamentals of CAD	3
	2235	Technical Drafting	3
ELEC	1100	Circuit Analysis I	3
	2250	AC-DC Machinery and Controls	3
MECH	1100	Statics	3
	2200	Strength of Materials	4
	2210	Thermodynamics I	3
	2220	Fluid Mechanics	3
	2240	Machine Design I	3
	3300	Thermodynamics II	3
	3320	Dynamics	3
	3330	Heat Transfer I	3
	3340	Heating, Air Conditioning and Ventilation	3
	4400	Mechanical Measurements	3
	4410	Thermodynamics III	3
	4430	Heat Transfer II	3
MANF	1100	Materials and Processes	3
TECH	2290	Engineering Analysis I	4
	3300	Engineering Analysis II	4
		Technology Electives (Advisor approved)	9

Safety Engineering Technology A.S. 68 hours

CHEM	1101	General Chemistry	4
	1102	General Chemistry	4
MATH	1101	Math 101 Applied Technical Math I	3
	1102	Applied Technical Math II	3
ENGL	1104	Written English I	3
	1108	Written English II	3
	1109	Technical Report Writing	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
BIOL	1101	Principles of Biology I	4
	1170	Anatomy and Physiology	4
INFO	1100	Computer Concepts and Applications	3
SPCH	1100	Intro. to Speech Communication	3
SFTY	1100	Safety and Environmental	

		Components of Industry	3
	1150	Safety Management and Concepts in Accident Prevention	3
	2250	Safety Law and Compliance.	3
	2260	Fire Prevention and Inspection	3
	2280	Construction Safety & Law	3
	2290	Industrial Hygiene and Toxicology	4
	2291	Environ. Engr. Technology: Hazardous Waste	4

Safety/Environmental Engineering B.S.E.T. Technology **128 sem. hrs.**
Common Core **101 sem. hrs.**
Technical Specialty Courses

BIOL	1199	Human Biology	4
	1170	Anatomy and Physiology	4
CHEM	1101	General Chemistry I	4
	1102	General Chemistry II	4
ENGL	1109	Technical Report Writing	3
INFO	1100	Computer Concepts and Applications	3
MANF	2250	Total Quality and SPC	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
	1113	Applied Statistics	4
MECH	1100	Statics	3
PSYC	1101	Introduction to Psychology	3
PHYS	1101	Introduction to Physics I	4
	1102	Introduction to Physics II	4
SFTY	1100	Safety & Environ. Components of Industry	3
	1150	Safety Mgt. and Concepts in Accident Prevention	3
	2250	Safety Law & Compliance	3
	2260	Fire Prevention	3
	2280	Construction Safety & Law	3
	2290	Industrial Hygiene and Toxicology	4
	2291	Environmental Engr. Tech.: Hazardous Waste	4
	3300	Industrial Hygiene Applications and Practices	4
	3310	Ergonomics & Human Factors	3
	3335	Air Pollution	3
	3345	Water Pollution	3
	4415	Safety Internship	3
	4400	Safety Engineering Design	3
	4420	System Safety and Management	4
Technology Electives (Advisor approved)			6

Fire Safety Option (AAS Fire Fighters graduates only)
Required Courses **55 sem. hrs.**
Additional Liberal Studies Courses **24 sem. hrs.**

MGMT	2209	Principles of Management	3
PHSC	1102	Chemistry	2
SFTY	2291	Environmental Engineering Technology: Hazardous Waste	4
TECH		Elective	3
		On-the-Job Training	13
		Approved Fire Fighters Apprenticeship	30

Safety/Environmental Minor **21-22 sem. hrs.**

SFTY	1100	Safety & Environ. Components of Industry	3
	1150	Safety Mgt. and Concepts in Accident Prevention	3
	2250	Safety Law & Compliance	3
	2260	Fire Prevention and Inspection	3
	2290	Industrial Hygiene and Toxicology	4
	2291	Environmental Engineering Technology: Hazardous Waste	4
Elective		Select one of the following courses	3-4
BIOL	1170	Anatomy and Physiology	4
PSYC	2240	Statistics	4
MECH	1100	Statics	3

Graphics Technology

Graphics Technology 128 sem. hrs.
Electronic Publishing/Imaging Specialization .. 86 sem. hrs.

Technical Specialty Courses

DRAF	1100	Engineering Graphics	3
	2200	Fundamentals of CAD	3
GRAP	1100	Graphic Communications Processes	3
	1150	Computer Applications to Graphics	3
	2200	Introduction to Desktop Publishing	3
	2210	Graphics-Methods and Materials	3
	2225	Basic Photography	3
	2230	Layout and Design	3
	2235	Layout and Design II	3
	2250	Graphics Practicum	4
	2265	Estimating and Cost Analysis	3
	2270	Screen Printing Techniques	3
	2280	Electronic Publishing	3
	2290	Electronic Art	3
	3305	Production (Electronic Publishing/ Imaging	3
	3310	Advanced Photography	3
	4400	Computer Animation and Multimedia	3
	4410	Special Topics - Graphics	3
INFO	1100	Computer Concepts and Applications	3
JOUR	3312	The Publication Process	3
OFAD	1100	Microcomputer Keyboarding	3
		or	
	1101	Beginning Typewriting/Keyboarding	3
TECH	1101	Introduction to Technology	3
TECH		Electives (Advisor approved)	15
		Free Electives	4

Printing Management Specialization 86 sem. hrs.

Technical Specialty Courses

ACCT	2201	Principles of Accounting	3
DRAF	1100	Engineering Graphics	3
ECON	2200	Introduction to Economics	3
GRAP	1100	Graphic Communications Processes	3
	1150	Computer Applications to Graphics	3
	2200	Introduction to Desktop Publishing	3
	2210	Graphics-Methods and Materials	3
	2225	Basic Photography	3
	2230	Layout and Design	3
	2235	Layout and Design II	3
	2250	Graphics Practicum	4
	2255	Advanced Imaging Transfer	3
	2265	Estimating and Cost Analysis	3
	2270	Screen Printing Techniques	3
	2275	Production (Offset, Screen Printing)	3
	2280	Electronic Publishing	3
	3310	Advanced Photography	3
	4410	Special Topics - Graphics	3
INFO	1100	Computer Concepts and Applications	3
MATH	1107	Fundamental Concepts	3
MANF	2250	Total Quality and SPC	3
	2270	Inventory Management/MRP	3
	2285	Just-In-Time/Technologie	3
MGMT	3305	Small Business Management	3
MKTG	2205	Salesmanship	3
SFTY	1100	Safety and Environmental Components of Industry	3
TECH	1101	Introduction to Technology	3
INTR	2280	Leadership	3
		Electives (Advisor approved)	

Elective 1

Minor-Graphics Technology 21 sem. hrs.

GRAP	1100	Graphic Communications Processes	3
	2200	Introduction to Desktop Publishing	3
	2210	Graphics-Methods and Materials	3
	2225	Basic Photography	3
	2230	Layout and Design	3
	2240	Graphic Arts Photography	3
	2265	Estimating and Cost Analysis	3

Technology Education

Technology Education-Comprehensive 5-Adult 129 sem hrs.
Required Courses 59 sem. hrs.

DRAF	2200	Fundamentals of CAD	3
INFO	1100	Computer Concepts and Applications	3
MATH	1101	Applied Technical Mathematics I	3
	1102	Applied Technical Mathematics II	3
MANF	1100	Materials and Processes	3
TECH	1100	Technology and Society	3
	1104	Technology Design and Problem Solving	3
	1150	Control Technology	3
	2202	Transportation I	4
	2203	Manufacturing I	4
	2204	Construction I	4
	3301	Communication	4
	3302	Manufacturing II	4
	3303	Transportation II	4
	3304	Construction II	4
	3331	Organization and Administration of Technology Education	4
	4431	Methods and Materials for Teaching Technology Education	3

Technology Education 5-Adult
(Single Teaching Emphasis)* 32 sem. hrs.

MANF	1100	Materials and Processes	3
TECH	1104	Technology Design and Problem Solving	3
	1150	Control Technology	4
	2203	Manufacturing I	4
	3301	Communication	4
	3303	Transportation II	4
	3304	Construction II	4
	3331	Organization and Administration of Technology Education	4
	4431	Methods and Materials for Teaching Technology Education	3

*Requires Additional Teaching Emphasis

Minor in Technology

Technology Minor B.A. or B.S. Degrees 23 sem. hrs.

ELEC	1100	Circuit Analysis I	3
DRAF	1100	Engineering Graphics	3
MANF	1100	Materials and Processes	3
	2250	Total Quality and SPC	3
SFTY	1100	Safety & Envir Components of Industry	3
Technology Electives (Advisor approved)			8

School of Business

(Accounting, Business Management, Economics, Entrepreneurial Studies, Finance, General Business, Hospitality Management, Human Resource Management, Information Systems, Marketing, Sports Management, Business Education)

The School of Business offers a B.S. Degree in Business Administration with concentrations in Accounting, Business Management, Economics, Entrepreneurial Studies, Finance, General Business, Hospitality Management, Human Resource Management, Information Systems, Marketing, and Sport Management. Students may also obtain a B.A. in Education degree in Business Education—Comprehensive.

Business Administration majors are not required to select a minor field of study, but are strongly encouraged to do so. **A major and a minor in the same academic field is not permitted.** Combinations with regard to major and minor are restricted. Students must consult the Catalog or an advisor when selecting a minor. Duplicate credit may be earned for courses that are specifically required in both the major and minor with the exception of Economics 2201. Economics 2202 cannot be used for Liberal Studies credit. Economics 2200 cannot be substituted for Economics 2201 in meeting the School's major or minor requirements.

Courses offered by the School of Business may be found under the headings of Accounting, Business, Business Education, Economics, Finance, Information Systems, Management, and Marketing. **All courses may not be offered each semester; therefore, students are urged to consult with their advisor in course scheduling.** Course rotation schedules are available in the School office as well as on the Business website.

Business Administration

Business Core 45 sem. hrs.

ACCT	2201, 2202	Principles of Accounting I, II	6
BUSN	2251	Corporate Communications	3
	3306	Business Law I	3
	3310	Business and Economic Statistics	3
	3320	International Business	3
	4415	Strategic Management and Policy	3
ECON	2201, 2202	Economic Principles and Problems I, II	6
FINC	2201	Introduction to Financial Management	3
INFO	2200	Fundamentals of Information Systems	3
	2235	Microcomputer Applications in Business	3
MGMT	2209	Principles of Management	3
MKTG	2204	Principles of Marketing	3
MATH	*1112	College Algebra (or higher Math)	3

*Students planning to enter a graduate program in business are strongly encouraged to take Math 1190-Calculus I in lieu of Math 1112.

Accounting

The accounting curriculum has been designed to offer an integrated educational experience in the subdisciplines of financial accounting, managerial accounting, taxation, information systems, and auditing.

The B.S. major provides students with traditional technical accounting skills, as well as expanded skills in analytical reasoning, problem solving, computers, and oral and written communication. Students are prepared to succeed in careers with public accounting firms, corporations, and non-profit organizations.

Accounting Major 81 sem. hrs.

Business Core 45 sem. hrs.
Required Courses 36 sem. hrs.

ACCT	3301	Intermediate Accounting I	3
	3302	Intermediate Accounting II	3
	3325	Intermediate Accounting III	3
	3330	Advanced Accounting I	3
	3331	Advanced Accounting II	3
	3350	Accounting Information Systems	3
	4404	Cost Accounting	3
	4405	Auditing	3
	4406	Federal Income Tax Accounting: Individual	3
	4407	Federal Income Tax Accounting: Partnership and Corporation	3
	4410	Case Studies in Accounting	3
BUSN	3307	Business Law II	3

Individuals filing an initial application to sit for the CPA Examination in West Virginia must have completed a total of 150 semester hours of post secondary education and received a baccalaureate or higher degree from a college recognized by the WV State Board of Accountancy. The total education program shall include an accounting concentration and business courses defined by the WVSBOA. The 150 credit hour program is available through the School of Business. Students wishing to sit for the CPA exam should meet with their advisor early in the their program to structure course work in compliance with the WVSBOA requirements.

Accounting Minor 18 sem. hrs.
(Select from the following courses)

ACCT		
2201, 2202	Principles of Accounting I, II	6
3301, 3302	Intermediate Accounting I, II	6
3330, 3331	Advanced Accounting I, II	3
3350	Accounting Information Systems	3
4404	Cost Accounting	3
4405	Auditing	3
4406, 4407	Federal Income Tax Accounting	6

Finance

The Finance curriculum is designed to prepare students for a career path in the financial services industries as well as for careers in corporate finance functions. Students are exposed to the concepts of financial analysis and financial decision making and their application.

Finance Major 66 sem. hrs.

Business Core 45 sem. hrs.
Required Courses 21 sem. hrs.

BUSN	3307	Business Law II	3
FINC	3384	Bank Management	3
	3385	Analyzing Financial Statements	3
	3307	Personal Finance	3
	3350	Investments	3
	4410	Managerial Finance	3
	4412	PC Applications for Managerial Finance	3

Finance Minor* 18 sem. hrs.

FINC	4410	Managerial Finance	3

Select 15 semester hours from the following:

FINC	1180	Principles of Banking	3
	2201	Introduction to Financial Management	3
	2260	Principles of Real Estate	3
	2270	Principles of Insurance	3
	2294	Commercial Lending	3
	3307	Personal Finance	3
	3350	Investments	3
	3384	Bank Management	3
	3385	Analyzing Financial Statements	3
	3387	Bank Simulation	3
	3392	Trusts and Estate Planning	3
	4412	PC Applications for Managerial Finance	3

*A non-business major must also complete FINC 2201, Introduction to Financial Management, to meet the requirements for a Finance minor.

General Business

The General Business major program of study is designed to give students a fundamental understanding of the substance and context of business in a world that is continually changing. Students are exposed to a diversified background in the various disciplines necessary for achieving success in the business arena. This major is flexible so that students may tailor their programs to particular interests. Students may select either the Entrepreneurial Studies emphasis or the General emphasis. Graduates in Entrepreneurial Studies are prepared to begin their own businesses while the General emphasis is designed to give students a fundamental understanding of the substance and context of business in a highly competitive and dynamic environment. Graduates secure positions in insurance companies, banks, retail businesses, personnel and human resource departments, government services, and/or manage their own businesses.

General Business Major 63 sem. hrs.

Business Core 45 sem. hrs.
General Emphasis Required Courses 18 sem. hrs.

The General emphasis is designed to give students a fundamental understanding of the substance and context of business in a highly competitive and dynamic environment. This emphasis is flexible so that students may tailor their programs to their particular interests. With guidance from a faculty advisor and approval by the School Head, students will determine a program of 18 credit hours that will fulfill their needs and objectives.

Entrepreneurial Studies Required Courses 18 sem. hrs.

The Entrepreneurial Studies emphasis is designed to meet the needs of students who are interested in starting their own business. Students will be given skills that will enable them to analyze the personal strengths and weaknesses relative to launching an entrepreneurial career, prepare a business plan, know how to go about obtaining financial capital for funding entrepreneurial ventures as well as providing an introduction to the legal problems of small business operations.

ACCT	2215	Managerial Accounting	3
BUSN	2205	Small Business Fundamentals	3
	3300	Entrepreneurship	3
	3315	Venture Finance	3
	3340	Advanced Business Law for Managers	3
	4405	Entrepreneurial Leadership	3
		or	
	4410	Enterprise Development	3

General Business Minor 21 sem. hrs.

(Not available to majors of any field within the School of Business)
Required Courses 12 sem. hrs.

ACCT			
	2201, 2202	Principles of Accounting I, II	6
BUSN	3306	Business Law I	3
ECON	2201	Economic Principles and Problems I	3

Select an additional 9 semester hours from the following:

BUSN	3307	Business Law II	3
ECON	2202	Economic Principles and Problems II	3
	3308	International Economics	3
FINC	2201	Introduction to Financial Management	3
INFO	1100	Computer Concepts and Applications	3
MGMT			
	2209	Principles of Management	3
MKTG	2204	Principles of Marketing	3

Hospitality Management

The curriculum of the Hospitality Management program incorporates the study of fundamental business principles with practical culinary techniques. Students will complete an Associate Degree in Food Service Management-Culinary Arts Specialization before being accepted into the Hospitality Management program. (See FSC&TC catalog description for AAS Food Service Management). The Hospitality Management program of study produces graduates who are equipped to pursue a career in management of a hospitality operation. The hospitality industry is one of the fastest growing industries. Graduates in Hospitality Management have greater potential for upward mobility.

Graduates of the Hospitality Management program are prepared for positions in management of Hotels & Lodging, Foodservice, Cruise Ships, Country Clubs, Resorts, and Tourism.

HospitalityManagement 103 sem. hrs.

AAS Food Service Management
(Culinary Specialization) 64 sem. hrs.
Business Core 33 sem. hrs.
Required Courses 6 sem. hrs.

Business Core 33 sem. hrs.

ACCT	2201,2202	Principles of Accounting I, II	6
BUSN	2251	Corporate Communications	3
	3306	Business Law I	3
	3310	Business and Economic Statistics	3
	3320	International Business	3
	4415	Strategic Management & Policy	3
FINC	2201	Introduction to Financial Management	3

INFO	2200	Fundamentals of Information Systems	3
	2235	Microcomputer App. for Business	3
MATH	*1112	College Algebra (or higher Math)	3

*Students planning to enter a graduate program in business are strongly encouraged to take Math 1190-Calculus I in lieu of Math 1112.

Required Courses 6 sem. hrs.

BUSN	4440	Hospitality Internship	3
ECON	2200	Economics	3

Additional Liberal Studies requirements 26 sem. hrs.

SPCH	1100	Introduction to Speech	3
Culture/Civilization Exploration			6
Artistic/Creative Expression & Interdisciplinary Studies			6
Scientific Discovery			8

Information Systems

Information Systems students study computer hardware and operating systems, network architecture and management, systems analysis and design, and database management techniques. Graduates are qualified for entry-level positions in information systems departments, network management, and database administration.

Information Systems Major 77 sem. hrs.

Business Core 45 sem. hrs.
Required Courses 32 sem. hrs.

COMP	1102	Principles of Programming I	3
INFO	2200	Fundamentals of Information Systems	3
	2205	Information Technology Hardware and Operating Systems	3
	2250	Networking Fundamentals	3
	3310	Systems Analysis and Design	3
	3339	Programming, Data, and File Structures	4
	3340	Advanced Application Development	4
	3350	Internship in Information Systems	3
	4420	Database Design and Implementation	3
	4430	Special Topics in Information Systems	3

Information Systems Minor 18 - 20 sem. hrs.
Required Courses 9 sem. hrs.

INFO	*2200	Fundamentals of Information Systems	3
	2205	Microcomputer Hardware and Operating Systems	3
	*2250	Networking Fundamentals	3

Select 9-11 hours from the following:

INFO	2251	Router Theory and Router Technologies	3
	2252	Advanced Routing and Switching	3
	2253	Project Based Learning	3
	3310	System Analysis and Design	3
	3339	Programming, Data, and File Structures	4
	3340	Advanced Application Development	4
	3373	Management/Human Resources Info. System.	3
	4420	Database Design and Implementation	3
	4430	Special Topics in Information Systems	3

*INFO 1100 is a prerequisite for this course.

This minor is intended for any major except Information Systems.

Management

The Management program of study offers students a choice of two areas of emphasis—Business Management OR Human Resource Management.

Management Major 66 sem. hrs.
Business Core45 sem. hrs.

Business Management Emphasis

The Business Management emphasis fosters the notion that every organization needs a leader—a leader who is competent and able to make effective decisions concerning organizational resources, goals, and plans. The Business Management emphasis is designed to give students the necessary skills to design, operate, and control business systems and procedures. Course work is geared toward building student understanding of the social, legal, environmental, technological, organizational, and international context within which American businesses operate.

Required Courses 21 sem. hrs.

BUSN	2205	Small Business Fundamentals	3
MGMT			
	3308	Human Resource Management	3
	3390	Organizational Behavior	3
	4402	Organizational Change and Development	3
	4405	Operations Management or	
	4409	Quantitative Management	3
MGMT Electives 300-400 level			6

Human Resources Emphasis

The Human Resources Management emphasis is designed to provide students with a comprehensive and practical foundation in the major areas needed to become a personnel generalist. The concept of work "smarter" not "harder" makes the need for optimum productivity in the workplace a necessity. Human Resource Management is a key function in all types of organizations. Professional positions in HRM are found in the areas of compensation and benefits, training, employee selection, information systems, and labor relations.

Required Courses 21 sem. hrs.

BUSN	3319	Employment Law	3
MGMT	3308	Human Resource Management	3
	3390	Organizational Behavior	3
	4402	Organizational Change and Development	3

Select 9 hours from the following:

ECON	3305	Economics of Labor	3
INTR	2280	Empowering Leadership	3
INFO	3373	Management/Human Resources Information Systems	3
MGMT			
	3370	Compensation and Benefits	3
	3371	Employer Relations	3
	3372	Human Resources Selection and Evaluation	3

Marketing

The Marketing program is designed to develop graduates who possess a strong foundation to explore many career choices by offering courses in marketing management, advertising, salesmanship, marketing research, consumer behavior, distribution and logistics management, and international marketing. The program also integrates the marketing training with other relevant disci-

plines (accounting, management, finance, economics) to assure that students have the combination of skills that meet the requirements for managing in today's marketing activities.

Marketing Major 63 sem. hrs.

Business Core 45 sem. hrs.
Required Courses 18 sem. hrs.

MKTG	3340	Marketing Research	3
	4450	Marketing Management	3
MKTG	2205	Salesmanship and Sales Management	3
	3305	Distribution and Logistics Management	3
	3310	Consumer Behavior	3
	3320	Advertising and Sales Promotion	3
	3330	International Marketing	3
	3399	Special Topics in Marketing	3

The minor in Retail Management cannot be used to fulfill a minor requirement when the major is Marketing.

Sport Management

The curriculum of the Sport Management program of study incorporates not only the principles of marketing and management but also the knowledge of all sporting activities. The curriculum focuses on the business of sports and produces graduates who understand sound business principles.

Sport Management Major 94 sem. hrs.

Business Core 42 sem. hrs.
Required Courses 37 sem. hrs.
Selected Electives 15 sem. hrs.

ACCT	2201	Principles of Accounting I	3
BUSN	2251	Corporate Communications	3
	3306	Business Law I	3
	3310	Business and Economic Statistics	3
	3320	International Business	3
	4415	Strategic Management and Policy	3
ECON	2201	Economic Principles and Problems I	3
	2202	Economic Principles and Problems II	3
FINC	2201	Introduction to Financial Management	3
INFO	2200	Fundamentals of Information Systems	3
	2235	Microcomputer Applications in Business	3
MGMT	2209	Principles of Management	3
MKTG	2204	Principles of Marketing	3
MATH	*1112	College Algebra (or higher Math)	3

*Students planning to enter a graduate program in business are strongly encouraged to take MATH 1190-Calculus I in lieu of MATH 1112.

Required Courses 37 sem. hrs.

BUSN	4420	Business and Society	3
FACS	1110	Nutrition	3
PHED	1100	Fitness and Wellness	2
	2211	Anatomy and Physiology	4
	2212	Physiology of Exercise	3
	3318	Sport Social Psychology	2
	3320	Lifespan Motor Development	3
	3399	Sport Management Internship	3
	3357	Medical-Legal Aspects of Sport Coaching	2
PSYC	1101	Introduction to Psychology	3
SAFE	2200	Accident Analysis and Emergency Care	2
SCIE	1199	Human Biology	4
SOCY	1110	Introduction to Sociology	3

Select from the following courses: 15 sem. hrs.

BUSN	2205	Small Business Fundamentals	3
ENGL	1109	Technical Report Writing	3
		or	
JOUR	2240	Reporting I	3
MGMT	3308	Human Resource Management	3
MKTG	2205	Salesmanship and Sales Management	3
	3305	Distribution and Logistics	3
	3320	Advertising and Sales Promotion	3
	3340	Marketing Research	3
SPCH	1171	Mass Communication	3
	3337	Persuasive Communication	3

Additional Minors

Economics Minor 18 sem. hrs.

Select from the following courses

ECON			
	2201, 2202	Economic Principles and Problems I, II	6
	3301	Intermediate Econ. Analysis: Microeconomics	3
	3302	Intermediate Econ. Analysis: Macroeconomics	3
	3303	Money, Credit and Banking	3
	3305	Economics of Labor	3
	3308	International Economics	3
	4401	Managerial Economics	3
	4406	Guided Economic Study	1-3
MATH	1115	Trigonometry and Elementary Functions	3

International Business Minor 18 sem. hrs.
Required Courses 12 sem. hrs.

BUSN	3320	International Business	3
ECON	3308	International Economics	3
MKTG	3330	International Marketing	3
MGMT	3325	International Management	3
Electives		**..... 6 sem. hrs.**	

Select six credit hours in a single foreign language or six hours from the elective list below.

FREN	1101	Elementary French	3
	1102	Elementary French	3
		or	
SPAN	1101	Elementary Spanish	3
	1102	Elementary Spanish	3
		or	
		other foreign language	
		or	
Elective List:			
BIOL	2201	Global Ecology	3
ENGL	3382	The World Novel	3
FREN	3314	French Civilization and Culture	3
GEOG	3305	Economic Geography	3
	3340	Geography of Europe	3
	3350	Geography of Latin America	3
	3360	Geography of Africa	3
	3370	Geography of Asia	3
HIST	3312	Diplomatic History of the U.S.	3
	3341	Recent Europe	3
	3352	History of Latin America	3
	3355	History of Africa	3
	4424	History of Asia I	3
	4453	Russia	3
PHIL	3350	Comparative Religions	3
POLI	3321	U.S. Foreign Policy	3

	3350	International Law and Organization	3
	3393	Future Global Crisis	3
	4406	International Problems	3
SPAN	3310	Spanish Civilization and Culture	3
	3320	Latin American Civilization and Culture	3

Office Administration Minor 24 sem. hrs.

ACCT	2201	Principles of Accounting	3
BUSN	2251	Corporate Communications	3
INFO	1100	Computer Concepts and Applications	3
MGMT	2214	Office Management	3
OFAD	2230	Introduction to Word Processing	3
	2233	Database Applications	3
	2240	Administrative Office Procedures	3
	2250	Desktop Publishing	3

Public Administration Minor 21 sem. hrs.

FINC	2201	Introduction to Finance	3
MGMT	2209	Principles of Management	3
	3308	Human Resource Management	3
POLI	2204	Introduction to Public Administration	3
SOCY	3360	Methods of Social Research	3

In addition select 6 hours from the following:

BUSN	3310	Business and Economic Statistics	3
MGMT	3390	Organizational Behavior	3
	4409	Quantitative Management	3
MKTG	3340	Marketing Research	3
MATH	1190	Calculus I	4
POLI	2205	State and Local Government	3

Retail Management Minor 18 sem. hrs.

BUSN	2205	Small Business Fundamentals	3
MGMT	3308	Human Resource Management	3
MKTG	2204	Principles of Marketing	3
	2205	Salesmanship and Sales Management	3
	3305	Distribution and Logistics Management	3
	3320	Advertising and Sales Promotion	3

Business Education
Teaching Fields in Business Education
Business Education Comprehensive

Business Education is a professional field for people interested in teaching in a school system, grades 5-Adult; junior or community college; or a vocational-technical center. Training is provided through a student teaching experience in the public school system. Graduates of this program also have the option of working in the business world.

Business Education Comprehensive, 5-Adult 60 sem. hrs.

ACCT			
*2201,	*2202	Principles of Accounting I, II	6
BUSN	*1102	Introduction to Business	3
	*1141	Business Mathematics	3
	2251	Corporate Communications	3
	3306	Business Law I	3
BUSN	*4431	Methods and Materials in Teaching Business Education	3
ECON			
*2201,	*2202	Economic Principles and Problems I, II	6
FINC	*3307	Personal Finance	3
INFO	*1100	Computer Concepts and Applications	3
	*2235	Microcompter Applications in Business	3
MGMT	2214	Office Management	3
MKTG	2204	Principles of Marketing	3
OFAD	*2230	Introduction to Word Processing	3
	*2232	Word Processing Applications	3
	*2233	Database Applications	3
	*2240	Administrative Office Procedures	3
	*2242	Professional Internship and Portfolio Development	3
	*2250	Desktop Publishing	3

*Courses marked with an asterisk must be completed prior to admission to the Initial Performance Practicum.
BUSN 4431 is taught the fall semester only.

School of Education/Health and Human Performance

(Early/Middle, Middle/Adolescent, Special Education, Health Science, Physical Education, Recreational Leadership, Sport Coaching and Family and Consumer Sciences)

The education of teachers at Fairmont State University is designed to utilize the cooperative functions of the academic disciplines and the School of Education. The University believes that adequate preparation for teaching requires a rich and comprehensive experience in general education, a concentration in at least one academic specialization and certain attitudes, knowledge, skills and dispositions which characterize effective teaching.

The role of today's teacher requires persons skilled at making instructional and managerial decisions to meet the individual and group needs of a diverse population. Recent and continuing advances in technology applied to education force a number of instructional choices, and beginning teachers must be prepared to meet these challenges.

Fairmont State University's undergraduate teacher preparation program has adopted the Informed Decision Maker Model, with the aim of preparing teachers to make instructional decisions based upon a strong foundation of knowledge, skills, and dispositions. With greatly expanded knowledge bases, materials, and technology, teacher preparation programs must produce graduates able to make wise, informed choices from among a range of options in providing equitable access to education for our nation's children. In addition a Master's in Education degree is offered by Fairmont State University and a Master of Arts in teaching is offered in collabration with Marshall University. For further information see the Graduate Studies section of this Catalog.

Teaching Curricula

Fairmont State University recommends for professional licensure only those persons who have graduated and have satisfactorily completed a teacher education curriculum approved by the West Virginia Board of Education. The University offers curricula for early, middle and adolescent education leading to the degree of Bachelor of Arts in Education. Students who satisfactorily complete a teaching curriculum in a given area and achieve passing scores on the PPST, PLT, and appropriate specialty content exams will be recommended for a Professional Certificate, grades K-6, Pre K-Adult, or 5-9, 5-Adult or 9-Adult Specializations which may be added include Mentally Impaired, Specific Learning Disabilities, Multi-Categorical K-Adult and varied academic subject specializations. Students may choose, after consultation with their advisor, from the following programs:

Early/Middle Education

Teacher candidates who are qualifying for teaching in an open or self-contained classroom grades K-6, shall complete the following:

I. Liberal Studies (elementary)
II. Professional Education
III. The Elementary Education, K-6 Program*

Optional specializations which may be combined with Elementary education are:

1. Computer Science (Pre K-Adult)
2. Multi-Categorical (K-Adult)
3. Mentally Impaired (K - Adult)
4. Specific Learning Disabilities (K-Adult)
5. School Library-Media (Pre K-Adult)
6. Middle School Specialization (5-9)
 General Mathematics through Algebra I

Note: Student teaching is required in an approved open or self-contained classroom grades K-6 and in an approved classroom for each additional specialization. Some combinations may require more than twelve weeks of student teaching.

*For specific program requirements and additional specializations, see the section of the catalog for the academic School which offers the program, e.g., Art Pre K-Adult. See School of Fine Arts.

Middle/Adolescent Education

Teacher candidates who are qualifying for teaching in grades 5 through adult shall complete the following:

I. Liberal Studies (secondary)
II. Professional Education
III. Specializations

a. One comprehensive specialization to teach in grades 5 through Adult or 9 through Adult the related subjects which comprise the comprehensive specialization.
 or
b. Two single subject specializations for grades 5 through Adult
 or
c. One single subject specialization for grades 5 through Adult or 9 through Adult and one specialization for grades 5 through 9.
 or
d. One single specialization for grades 5 through Adult or 9 through Adult and specialization in either Computer Science Education, Physical Education, School Library-Media, or Spanish, Pre K-Adult.

Secondary and Pre K-Adult Education teacher candidates select from the following teaching specializations:

1. **5-Adult Comprehensive Specializations**
 (no other specialization required)

Business Education	Technology Education
Consumer and Homemaking Education	
Mathematics	Social Studies

2. **5-Adult or 9-Adult Single Specializations**
 (requires a second specialization for 5-Adult, 9-Adult, Pre K-Adult, or 5-9)

Art	French
Biology (9-Adult)	General Science
Physics (9-Adult)	Chemistry (9-Adult)
Health	Technology Education
Journalism	Oral Communications
English	

3. **5-9 Specializations**
 (requires second specialization for 5-Adult, 9-Adult, or Pre K-Adult)
 General Mathematics through Algebra I

4. Specializations
(requires second specialization for 5-9, 9-Adult, 5-Adult, or Pre K-Adult)

Computer Science Education	Art
*School Library-Media	Music
Physical Education	Spanish

*The School Library-Media Pre K-Adult program may be selected in combination with a specialization for classroom teaching in grades 5-Adult, 9-Adult, Pre K-Adult, or Elementary K-6.

Note 1: Secondary special methods and student teaching are required in all areas in order to be licensed.

Note 2: Secondary and Pre K-Adult specializations are also available via the Master of Arts in Teaching program.

PRAXIS II

Successful completion of the appropriate PRAXIS II Speciality Area test(s) and Principles of Learning and Teaching Test is a requirement for graduation and licensure. A report of the Specialty Area Test(s) and PLT scores must accompany the application for licensure to the West Virginia Department of Education. If the test scores do not meet or exceed the state minimum score, the application must be held pending receipt of acceptable scores. Candidates should keep in mind that not to be licensed at the time of graduation may subject them to subsequent changes in program requirements if they seek licensure later.

Early/Middle. Candidates expecting to be licensed for Elementary Education K-6 and an academic specialization must achieve acceptable scores in both areas.

Middle/Adolescent. Candidates expecting to be licensed for teaching in grades 5-Adult or 9-Adult must take the Specialty Area Test consistent with the specialization(s) to be named on the license. If they expect to be licensed in two specializations, they must achieve acceptable scores in both specializations.

Pre K-Adult. A candidate expecting to be licensed for teaching in grades Pre K-Adult must achieve acceptable scores on the Specialty Area Test consistent with the Pre K-Adult specialization to be named on the license.

In order to identify the appropriate testing dates, times, locations, etc., for any given year, candidates should check the PRAXIS Bulletin for the year in question. Bulletins are available in the Dean of Teacher Education Office.

Summary of Degree Requirements

To meet the requirements for the Bachelor of Arts in Education degree, the candidate must (1) earn a minimum of 128 hours credit in approved subjects with a quality point average of 2.75 or better for all courses attempted; (2) attain a 2.75 average in each teaching specialization and professional education; (3) meet the general and specific requirements set up for the curriculum and teaching specialization(s) elected; (4) achieve acceptable scores on the PPST and (5) achieve acceptable scores on the Specialty Area Test and PLT Tests for each area to be named on the license.

University Recommendation Prerequisite to Certification

University recommendation shall take into consideration Chapter 18A, Section 3, Article 1, of the West Virginia School Law which reads "A certificate to teach shall not be granted to any person who is not of good moral character and physically and mentally qualified to perform the duties of a teacher, and shall not have attained the age of eighteen years on or before the first day of October of the year in which the certificate is issued; . . ."

The issuance of an original certificate shall require:

1. The recommendation of the Dean of Teacher Education in consultation with the supervisor of student teachers and chairperson of the department offering the specialization. This recommendation is expected to reflect, in addition to academic criteria, satisfactory performance on the part of the applicant in a typical classroom situation.
2. An official statement by the Dean of Teacher Education that the approved program has been completed in full.

Bachelor of Arts in Education Degree

The Liberal Studies requirement differs for elementary and middle/adolescent education programs; however, each consists of 45 credit hours as a minimum distributed over humanities, mathematics, natural sciences and physical education and health. The Liberal Studies requirements for elementary education also fulfill selected competencies for the Elementary, K-6 specializations and are included with the Elementary and the Early/Middle Specialization in determining the 2.75 grade point requirement for eligibility for the Clinical III/Student Teaching.

Art and Music

Each teacher candidate who is qualifying for teaching of Art or Music, grades Pre K through Adult shall complete the following:

I. **Liberal Studies** (secondary)

II. **Professional Education**, to include methods and student teaching of the single subject specialization at the early/middle and adolescent levels.

III. Specialization
Art specialization
or
Music specialization

Specific specialization requirements for early/middle and adolescent education programs are identified in the sections entitled Teaching Curricula listed under the respective academic school that offers the program.

It is the responsibility of candidates for a degree to know and meet the general requirements of the University and the specific requirements of the chosen curriculum. It is the candidate's responsibility also to keep informed of his/her grade point standing. All of this information may be obtained from the student's advisor or the Dean of Teacher Education.

Admission to Teacher Education

Any student may enroll in the first professional courses, EDUC 2200, Introduction to Education; EDUC 2201, Instructional Technology; EDUC 2202, Human Growth and Development; EDUC 2202 Lab, Clinical Experience I. It is required of all teacher education students; other students may take it as an elective.

Teacher candidates are expected, in this course, to make a tentative decision on entering the profession and submit a "Declaration of Intent" to the Dean of Teacher Education.

In order to be eligible for enrollment in EDUC 3351 or 3352 a candidate must be in good academic standing. Satisfactory completion of EDUC 3330 and/or 3331: 48 semester hours, and a 2.75 GPA are prerequisites for this course. Acceptable scores on the PPST must be on file at this time.

When enrolled in EDUC 3351 or EDUC 3352, those interested in pursuing the Teacher Education program shall make formal application by completing the Application to Teacher Education Program Packet. The packets are available in the Department of Education Office. To be accepted, the applicant must (1) have achieved acceptable scores on the Pre-Professional Skills Test (PPST), (2) have a minimum quality point average of 2.75 overall, in each teaching specialization and professional education, (3) have completed or be enrolled in SPCH 1100, (4) have satisfactorily completed the required written English courses and attained a "C" or

better in ENGL 1104 and 1108. (5) give permission for a background check by the Criminal Investigation Bureau of the West Virginia State Police and/or the FBI. Also as a part of the process, the applicant must be recommended by his/her academic advisor, and the Vice President for Student Affairs.(6) Teacher candidates must have faculty approval for their Teacher Education portfolio.

Near the end of the semester in which the teacher candidates are enrolled in EDUC 3351, the Teacher Education Selection Committee evaluates each candidate's eligibility for Teacher Education. The teacher cadidate is notified in writing of the Committee's decision: Admitted or Not Admitted. Each teacher candidate shall have the opportunity of appearing before the Committee if he/she disagrees with its decision.

Student Teaching Experience

Student teaching is required in all programs and is evaluated on a basis of Pass, Incomplete, or Fail. Students must attain a C average in the course work portion of Clinical III (EDUC 3390 or EDUC 3395) in order to be eligible for the student teaching experience. Students must complete student teaching or comparable experience at all developmental levels and in all of the teaching specializations for which they expect to be licensed. At the present time, student teaching experiences are provided in the surrounding public school systems. All such experiences are cooperatively administered by college and public school personnel. Due to the uniqueness of the off-campus student teaching experience, a candidate may be administratively removed, with cause.

Clinical Experience

Clinical I

This is a one credit hour lab that must be completed as a clinical experience in the public school setting. The clinical experience will allow the teacher candidate the opportunity to apply and reflect on their content, professional and pedagogical knowledge, skills, and dispositions in a variety of settings.

Clinical II

This is two one credit hour labs that must be completed as a clinical experience in the public school setting. The clinical experience will allow the teacher candidate the opportunity to apply and reflect on their content, professional and pedagogical knowledge, skills and dispositions in a variety of settings. In addition, the teacher candidate will be provided with experiences that allow for immersion in the learning community so that they are able to demonstrate proficiencies in the professional role for which they are preparing.

Clinical III/ Student Teaching

Fairmont State University has adopted the Clinical III Experience for scheduling student teaching. In Clinical III, one semester of the senior year is reserved for student teaching. The teacher candidates schedule EDUC 3390 or 3395 and student teaching. The second part of that semester is used exclusively for student teaching in which the daily assignment for student teaching will comprise all hours the cooperating school is in session. In addition to classroom assignment, student teachers will participate in the extracurricular activities of the school and community.

To schedule the Clinical III/Student Teaching, a teacher candidate must complete the Application to the Clinical III packet and meet the requirements for student teaching. The packets are available in the Dean of Teacher Education Office. The Clinical III requires exact planning by students and advisors during the early years of the college attendance as well as in the senior year. All Liberal Studies requirements of the University as well as the minimum requirements of the teaching specialization should be completed before the Clinical III can be scheduled.

Eligibility for the Clinical III/Student Teaching is determined on the basis of these criteria:

1. Have been officially admitted to teacher education.
2. Completion of 96 semester hours including 15 hours with a G.P.A. of 2.75 in education foundation courses and three-fourths of the required work in each teaching specialization. All courses in the teaching specialization which are marked by an asterisk in this catalog must be completed before admission to the Clinical III.
3. School approval of the candidate's teaching specialization and the completion of professional education courses which are prerequisite to the Clinical III/courses.
4. Evidence of good moral character (i.e., reputation among students, faculty and in the community).
5. Have a minimal overall grade point average of 2.75.
6. Have a minimal grade point average of 2.75 for all professional education work.
7. Have a 2.75 quality point average in each teaching specialization (includes the Elementary Education Specialization).
8. Give permission for a background check by the Criminal Investigation Bureau of the West Virginia State Police and/or the FBI.
9. Teacher candidates must have faculty approval for their Teacher Education Portfolio.

Students teachers will not be permitted to schedule courses or extracurricular activities outside the Clinical III which will in any way interfere with their commitment to the Clinical III without the consent of the Dean of Teacher Education.

Early/Middle Education

Elementary, K-6

Liberal Studies			**42 sem. hrs.**
Communication Skills:			**9 sem. hrs.**
ENGL	1104	Written English I	3

Full-time students must take DS 107 or English 104 in their first semester and continue each semester until satisfactorily completed.

ENGL	1108	Written English II	3
SPCH	1100	Intro to Speech Com.	3
Literature: Select one course sequence			**6 sem. hrs.**
ENGL	2220	Literature of the Western World I	3
	2221	Literature of the Western World II	3
	2230, 2231	Introduction to Literature I, II	6
Fine Arts: Select one course			**3 sem. hrs.**
ART	1120	Art Appreciation	3
MUSI	1120	Music Appreciation	3
THEA	1120	Theatre Appreciation	3
Social Sciences:			**12 sem. hrs.**
GEOG	2210	Introduction to Geography	3
HIST	1107	United States History I	3
	1108	United States History II	3
	2211	World Civilizations I	3
		or	
	2212	World Civilizations II	3
		or	
	2213	World Civilizations III	3
Mathematics:			**3 sem. hrs.**
MATH	1110	Math for Elementary Teachers I (Does not satisfy Liberal Studies requirement for other baccalaureate degree programs.)	3
ISFO	1100	Computer Concepts	3

Students with a math deficiency must enroll in the appropriate developmental math course within their first year and are strongly encouraged to enroll in their first college level math course in the semester immediately following their successful completion of MATH 1105, Elementary Algebra.

Natural Sciences:			4 sem. hrs.
BIOL	1104	Biosphere	4

Physical Education:			2 sem. hrs.
PHED	3326	Early Psychomotor Development	2

Early/Middle Education

Elementary, K-6 51 sem. hrs.

ART	*3353	Elem. Art Education I	2
	*3354	Elem. Art Education II	2
HLTA	*1100	Personal Health	2
	*4400	Health Education for the Elem. School	2
SFTY	*2200	Accident Analysis and Emer. Care	2
ENGL	*3354	Children's Literature	3
MATH	*2210	Math. for Elem. Teachers II	3
	*3323	Math. for Elem. Teachers III	3
MUSI	*2231	Elementary Music I	3
	*2232	Elementary Music II	3
PHSC	*2201	Exosphere	4
	*2202	Geosphere	4
POLI	2200	Intro. to Political Science	3
ECON	2200	Economics	3
SOCY	1110	Introductory Sociology	3
EDUC	*3330	The Reading Process	3
	*3331	Reading in the Content Area	3
PHSC	*4412	Science in the Elem. School	3

*These courses in the Elementary Education Program must be completed prior to the Clinical Experience III/Student Teaching.

Professional Education - Elementary Education 32 sem. hrs.

EDUC	2200	Intro. to Education	3
	2201	Instructional Technology	3
	2202	Human Growth and Development	3
	2202L	Laboratory - Clinical I	1
	3350	Language Arts/Social Studies in Elementary School	2
	3351	Human Exceptionalities and Cultural Diversity	3
	3351L	Laboratrory - Clinical II	1
	3352	Educational Psychology	3
	3352L	Laboratory - Clinical II	1

Clinical Experience III/Student Teaching

EDUC	3390	Elementary Classroom Organization & Practices	4
	4490	Elementary K-6 Student Teaching/Clinical III	8

Teacher candidates who are qualifying for a Professional Certificate, Grades K-6, may wish to add a Special Education Specialization K-Adult, Library-Media Pre K-Adult, or General Mathematics through Algebra I, 5-9 (Middle School) to their license.

Elementary Education, K-6

Program Options

Special Education Specializations
(may be added to Elementary, K-6 only) 23-29 sem. hrs.

Common Core Coursework 7 sem. hrs.

EDUC	2220	Areas of Exceptionality in Special Education	3
	3351	Human Exceptionality and Cultural Diversity	3
	3351L	Laboratory	1

Specialized Coursework

A. Mentally Impaired K-Adult 16 sem. hrs.

EDUC	3320	Education of the Mentally Impaired..	3
	3321	Diag., Presc. and Assess. Tech.	3
	3326	Curriculum and Inst.: Core Knowledge and Skills for Handicapped Learners	3
	4446	Applied Practicum: Mentally Impaired and/or Learning Disabled	3
	4470	Student Teaching-M.I.	4

B. Specific Learning Disabilities K-Adult 16 sem. hrs.

EDUC	3317	Specific Learning Disabilities	3
	3321	Diag., Presc. and Assess. Tech.	3
	3326	Curriculum and Inst.: Core Knowledge and Skills for Handicapped Learners	3
	4446	Applied Practicum: Mentally Impaired and/or Learning Disabled	3
	4471	Student Teaching-SLD	4

C. Multi-Categorical K-Adult 22 sem. hrs.

EDUC	3317	Specific Learning Disabilities	3
	3318	Behavior Disorders	3
	3320	Mental Impairment	3
	3321	Diagnosis, Prescription, Assessment	3
	3326	Strategies for Inclusive Teaching	3
	4446	Practicum in Special Education	3
	4472	Student Teaching: Multi-Categorical	4

Subject Specializations Grades 5-9*

General Mathematics (through Algebra I)

*Requires Special Methods 4431 in the Grades 5-9 specialization. This course must be taken prior to the semester one enrolls in Clinical III/Student Teaching.

Middle/Adolescent and Pre K-Adult Education

Grades 5-Adult, 9-Adult, and Pre K-Adult Professional Education-Middle/ Adolescent and Pre K-Adult 36 sem. hrs.

EDUC	2200	Intro. to Education	3
	2201	Instructional Technology	3
	2202	Human Growth and Development	3
	2202L	Laboratory - Clinical I	1
	3331	Reading in the Content Areas	3
	3351	Human Exceptionalities and Cultural Diversity	3
	3351L	Laboratory - Clinical II	1
	3352	Educational Psychology	3
	3352L	Laboratory - Clinical II	1
	*4431	Special Methods (in subject specialization)	3

	Clinical Experience III/Student Teaching	
3395	Secondary Classroom Organization and Practices	4
4495	Secondary/Pre-K-Adult Student Teaching/ Clinical III	8

*Candidates electing a comprehensive field must include, Methods and Materials in the comprehensive area. If electing to complete two single subject specializations, Methods and Materials must be completed for both specializations. The student teaching assignments must also include teaching experience at each developmental level to be named on the license

Middle/Adolescent Education

Program Options

A. Grades 5-Adult, 9-Adult, Single Specializations

(two specializations required)

Art	Fine Arts
Biology (9-Adult)	Science and Mathematics
Chemistry (9-Adult)	Science and Mathematics
English	Language and Literature
French (5-12)	Language and Literature
General Science	Science and Mathematics
Health	Education/HHP
Journalism	Language & Literature
Oral Communications	Fine Arts
Physics (9-Adult)	Science & Technology
Technology Education	Technology

B. Grades 5-Adult, Comprehensive Specializations (no additional specialization required)

Business Education	Business
Family and Consumer Sciences	Educ./Health & Human Performance
Mathematics	Science and Mathematics
Technology Education	Technology
Social Studies	Social Science

C. Grades 5-9 Specialization
(must be combined with single or comprehensive specialization)

General Mathematics (through Algebra I)

D. Pre K-Adult
Art - No second specialization required - Fine Arts
Spanish - Language and Literature
Computer Science Education - Education/HHP
(Must add a K-6, 5-Adult, Pre K-Adult field)
School-Library-Media - Education/HHP
Music- No second specialization required - Fine Arts
Physical Education - Education/HHP
(Must add a 5-9, 5-Adult, 9-Adult, a Pre K-Adult field)

E. School Nurse Program - Nursing and Allied Health

The School Nurse program is open to students who currently possess RN licensure (Bachelors Degree) or plan to do so. This option licenses interested parties to serve as a school nurse in a Pre K-Adult setting. Interested persons should contact the Dean, School of Education or chairperson of the School of Nursing and Allied Health. The requirements are as follows.

+ Licensure as a Registered Nurse (Bachelors Degree)
+ Education 2200 - Introduction to Education
+ Acceptable scores on the PPST Reading, Writing and Mathematics tests.
+ Public school practicum

Computer Science Pre K-Adult

Computer Science Pre K-Adult 24 sem. hrs.

EDUC	2225 Computer Education	3
	2226 Technology in Instruction	3
	2201 Instructional Technology	3
	3307 Instructional Technology II	3
GRAP	1150 Comp. Applications to Graphics	3
	2200 Introduction to Desktop Publishing	3
	4400 Computer Animation	3
INFO	2250 Networks & Telecommunications	3

Library Science

The library science program is designed to meet the needs of students who desire a minor that will prepare them for positions in public, academic, and special libraries; and students who are interested in preparing for graduate study in librarianship. Moreover, other students, regardless of subject interests, can profitably elect courses from Library Science offerings.

Persons holding the Bachelor of Arts or Bachelor of Science degree with a minor in library science are prepared for employment in academic, public, or special libraries at the associate level. The library associate performs pre-professional tasks that require maturity of judgement, an appreciation of the philosophy of library service and the ability to respond to the needs of people using the library. This minor also provides the prerequisite requirements of many American Library Association accredited schools.

Minor 18 sem. hrs.

LIBS	1105	Introduction to Library Science	3
	2200	Reference and Bibliography	3
	2209	Library Materials for Children	3
		OR	
	2210	Library Materials for Adolescents	3
		OR	
ENGL	3354	Children's Literature	3
LIBS	3302	Cataloging and Classification	3
		OR	
	3303	Technologies and the Library	3
	3304	Organization and Administration	3
	4400	Library Practice	3

Teaching Field as Library Media Specialist
School-Library Media Pre K-Adult 24 sem. hrs.

The purpose of this program is to prepare students for certification in elementary and secondary school librarianship. This teaching field (Pre-K-Adult) must be selected in combination with a specialization for classroom teaching. Library Science 4400 is taken as part of the Initial Performance Practicum.

LIBS	*1105	Introduction to Library Science	3
	*2200	Reference and Bibliography	3
	*2209	Library Materials for Children	3
		OR	
	*2210	Library Materials for Adolescents	3
	*3302	Cataloging and Classification	3
	*3303	Technologies and the Library	3
	*3304	Organization and Administration	3
	*3305	Library in the Educational Process	3
	*4400	Library Practice	3

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Note: All courses are available in a WebCT format for accelerated students at the undergraduate levels. Interested persons should contact the School Library Media Program Coordinator or visit: www.fairmontstate.edu/library/ls/index/shtu

Master of Arts in Teaching

The School of Education is now offering the M.A.T. degree in collaboration with Marshall University. Completion of the M.A.T. program leads to a Master's degree as well as West Virginia licensure to teach in selected secondary and /or Pre K-Adult academic areas. Interested persons should contact the Dean, School of Education for an official personalized program evaluation.

Minor in Education

Minor for B.S., B.A. Degree

The School of Education/Health and Human Performance offers a minor for interested baccalaureate degree students. It is a valuable option for students who have an interest in teaching in their major field (e.g. math, biology, etc.) in the future but do not wish to pursue teacher certification at this time. Students can complete their major with an education minor during the normal four year sequence and then return to complete the requirements for becoming licensed to teach in their respective field(s).

Required Courses 21 sem. hrs.

EDUC	2200	Introduction to Education	3
	2201	Instructional Technology	3
	2202	Human Growth and Development	3
	2202L	Laboratory - Clinical I	1
	3331	Reading in the Content Areas	3
	3351	Human Exceptionalities and Cultural Diversity	3
	3351L	Laboratory - Clinical II	1
	3352	Educational Psychology	3
	3352L	Laboratory - Clinical II	1

Teacher candidates are advised to complete the appropriate Special Methods course in addition to the minor if available, e.g., Math 4431 for a Math major, ENGL 4431 for an English major, etc. All course prerequisites, including formal admission to teacher education, are required for the minor. Interested students should contact the Dean of Teacher Education who serves as the advisor for the minor.

Health Science

The School of Education/Health and Human Performance offers a Bachelor of Science in Health Science and also a minor for students interested in pursuing a career in this area.

Major 53 sem. hrs.

Course Requirements

HLTA	1150	Introduction to Health	3
	2202	Community and Environmental Health	3
	3370	Contemporary and Drug Behavior Issues	3
	4410	Seminar in Public Health Education	3
	4415	Human Sexuality	3
	4450	Field Practicum in Public Health	4

Major-Related Requirements

BUSN	3310	Statistics	3
CHEM	1101	General Chemistry	4
	1102	General Chemistry	4
EMMS	1101	Techniques of Emergency Medical Services	7
INFO	1100	Computer Concepts and Applications	3
PHSC	2211	Anatomy and Physiology	4
PSYC	2230	Social Psychology	3
	2250	Community Psychology	3
SOCY	2200	Social Problems	3

Minor-Health Science 19 sem. hrs.

HLTA	1150	Introduction to Health	3
	2202	Community and Environmental Health	3
	3370	Contemporary and Drug Behavior Issues	3
	4410	Seminar in Public Health Education	3
	4415	Human Sexuality	3
	4450	Field Practicum in Public Health	4

Health Education

The Bachelor of Arts in Education degree offers a subject specialization in Health Education grades 5-Adult. Teacher candidates must meet all requirements for entry into the teacher education program and achieve a 2.75 GPA in the health education coursework prior to student teaching.

Course Requirements 32 sem. hrs.

HLTA	1150	Introduction to Health	3
	2200	Foundations of Health Education	2
	2202	Community and Environmental Health	3
	3310	School Health and Safety	3
	3325	Organizational and Planning Strategies in Health Education	3
	3370	Contemporary and Drug Behavior Issues	3
	4410	Seminar in Public Health Education	3
	4415	Human Sexuality	3
PHED	2211	Anatomy and Physiology	4
	4431	Methods and Materials in Teaching Health and Physical Education	3
SFTY	2200	Accident Analysis and Emergency Care	2

Exercise Science

A Bachelor of Science degree, major and minor, are offered in Exercise Science for students interested in pursuing careers outside teaching.

The Exercise Science major integrates the theories and practicalities of exercise physiology in preparing graduates for a career in this field. This is achieved through an understanding of the science of human movement/physiology coupled with essential hands-on experiences that culminate in an internship in a health/fitness facility. Graduates of this major are prepared to pursue careers in athletics programs, exercise/fitness centers, hospital wellness programs, corporate fitness programs, rehabilitation centers, and allied health areas. Additionally, the program prepares students for advanced study in related fields such as exercise physiology, physical therapy, occupatoinal therapy, etc. Students also have the opportunity to actively participate in faculty research projects thus expanding their professional knowledge and abilities.

Course Requirements 43 sem. hrs.

PHED	1100	Fitness & Wellness	2
	1121	Intro. Sem. in Human Movement	2
	2211	Anatomy and Physiology	4

	2212	Physiology of Exercise	3
	3313	Biomechanics	3
	3316	Fitness Assessment & Exercise Prescription	3
	3318	Sports Social Psychology	2
	3320	Lifespan Motor Development	3
	4400	Research Methods	3
	4410	Research Design Seminar	3
	4420	Exercise Science Internship	3

Major - Related Requirements

HLTA	1150	Introduction to Health	3
FOSM	1110	Nutrition	3
SAFE	2200	Accident Analysis & Emergency Care	2
CHEM	1101	General Chemistry	4

Minor - Exercise Science 20 sem. hrs.

PHED	1121	Introduction to Human Movement	2
	2211	Anatomy & Physiology	4
	2212	Physiology of Exercise	3
	3313	Biomechanics	3
	3316	Fitness Assessment	3
	3318	Sport Social Psychology	2
	4400	Research Methodology	3

Physical Education

The Bachelor of Arts in Education degree offers a subject specialization in Physical Education, grades Pre K-Adult. The Physical Education Program is designed to stimulate the development of competencies in the application, analysis and syntheses of concepts related to effective performance of sport and human movement activities. Teacher candidates must meet all requirements for entry into the teacher education program and achieve a 2.75 GPA in the physical education coursework prior to student teaching.

Teaching Field in Physical Education
Subject Specialization Pre K-Adult 43 sem. hrs.

Course Requirements

PHED	1121	Intro. Sem. in Human Movement	2
	2211	Anatomy and Physiology	4
	2212	Physiology of Exercise	3
	3313	Biomechanics	3
	3318	Sport Social Psychology	2
	2223	Evaluation of Instruction in Sport	2
	3323	Early Psychomotor Curriculum	3
	3325	Psychomotor Analysis Lab	3
	2232	Basic Aquatics	2
		or	
	2233	Advanced Aquatics-Lifeguarding	2
	3343	Adapted Physical Education Activities	2
	2234	Individual and Dual Sports I	2
	2235	Team Sports I	2
	2236	Team Sports II	2
	2239	Individual and Dual Sports II	2
	2240	Outdoor Leisure Activities	2
	2241	Gymnastics and Dance	2
		or	
RECR	1146	Folk and Square Dance	2
PHED	4431	Methods and Materials in Teaching Health and Physical Education	3

Recreational Leadership

The curriculum of this minor provides a foundation of recreation philosophy, principles and objectives. Field experiences, which are designed to provide practical experience in a variety of recreational settings with various clientele, are included. Elective classes in sport coaching, outdoor recreation, and aquatic activities are provided.

Minor B.A. and B.S. Degrees 25 sem. hrs.

Course Requirements

			Minimum 2 sem. hrs.
PHED	2232	Basic Aquatics	2
	2233	Advanced Aquatics-Lifeguarding	2
	3381	Water Safety Instructors	2
			Minimum 2 sem. hrs.
	2235	Team Sports I	2
	2236	Team Sports II	2
			21 sem.hrs.
	2234	Individual and Dual Sports I	2
RECR	1141	Introduction to Recreation	3
	1143	Outdoor Recreation	3
	1144	Group Leadership	3
	1145	Program Planning and Organization	3
	1246	Folk and Square Dance	2
	3301	Day Camp Administration (Summer Sessions Only)	3
SFTY	2200	Accident Analysis and Emergency Care	2

Sport Coaching

This fifteen-hour sequence of courses in Sport Coaching is designed to meet the need in the secondary schools for qualified athletic coaches. It is NOT a B.S. major or minor program, nor is it a separate certificate teaching degree program.

Course Requirements 15 sem. hrs.

PHED	3355	Scientific Foundations of Sport Coaching	4
	3356	Administration and Coaching of Sport	3
	3357	Medical-Legal Aspects of Sport Coaching	2
	3358	Techniques of Sport Coaching	6

Family and Consumer Sciences

Family and Consumer Sciences is the study of interrelated areas which prepare individuals for various professional careers. A B.S. in Family and Consumer Sciences as well as a B.A. in Teacher Education are degrees granted from programs which include the arts and the sciences. The programs focus on improving the quality of life for the individual and for the family. A broad-based curriculum addresses the needs of individuals and families through education in the areas of clothing and textiles, human development and the family, foods and nutrition, management in the family and consumer economics, housing, home furnishings and equipment. Family and Consumer Sciences provides a strong interdisciplinary base to prepare individuals and families to meet the challenges of contemporary society.

Careers available for graduates of this program include human services in the community, in business (private and public), in extension, and in government. It also serves as a background degree for a student who desires to do graduate work and become a specialist in child development, foods and nutrition, consumerism and management, clothing and textiles, or housing and design.

Family and Consumer Specialist 128 sem. hrs.
Required Core Courses 48 sem. hrs.

APPD	1101	Principles of Clothing Construction	3
	1103	Clothing and Culture	3
	2210	Textiles	3
APPD	2250	Design in Home Furnishings	3
EC	2240	Introduction to Infant and Toddler Development	3
FACS	3310	Family Life Education	3
	3312	Consumer Economics	3
	3315	Management in the Family	3
	3318	Management Problems in the Family	2
	3320	Housing in Society	3
	3330	Introduction to Pre-schooler Development	3
	3331	Adolescent Development	3
	4400	Senior Seminar I	1
	4401	Senior Seminar II	1
FOSM	1110	Nutrition	3
	2201	Principles of Food Selection and Preparation	3
	2203	Principles of Food Selection & Preparation Lab	1
	2202	Meal Management	3
	2204	Principles of Quantity Food Production	1

Liberal Studies Requirements 45 sem. hrs.
Minor/Electives 34 sem. hrs

Child Development Specialization 128 sem. hrs.
Required Courses 24 sem. hrs.

FACS	3315	Management in the Family	3
	3335	Parenting	3
	3383	Social and Emotional Development of Children	3
	4400	Senior Seminar I	1
	4401	Senior Seminar II	1
	4492	Child Development Internship	4
		FCS Core Electives	9

General Studies Requirements 28 sem. hrs.
A.A.S. Degree Early Childhood 66 sem. hrs.
Electives 10 sem. hrs.

Minor
Family and Consumer Sciences 22 sem. hrs.

APPD	1103	Clothing and Culture	3
FACS	3310	Family Life Education	3
	3312	Consumer Economics	3
	3320	Housing in Society	3
	3330	Introduction to Pre-schooler Development	3
FOSM	1110	Nutrition	3
	2201	Principles of Food Selection and Preparation	3
	2203	Principles of Food Selection & Preparation Lab	1

Curriculum for B.A. in Education Teaching Field: Comprehensive Family and Consumer Sciences

Students are prepared to teach in Family and Consumer Sciences programs, adult roles and functions, occupational education, and career education in secondary, post-secondary and adult levels.

Single Teaching Field, Grades 5-Adult
Required Courses 51 sem. hrs.

Clothing-Textiles

APPD	1101	Principles of Clothing Construction	3
	1103	Clothing and Culture	3
	2210	Textiles	3

Human Development and the Family

EC	2240	Introduction to Infant and Toddler Development	3
FACS	3310	Family Life Education	3
	3331	Adolescent Development	3
	3332	Child Development Problems	3

Foods-Nutrition

FOSM	1110	Nutrition	3
	2201	Principles of Food Selection and Preparation	3
	2203	Principles of Food Selection & Preparation Lab	1
	2202	Meal Management	3
	2204	Principles of Quantity Food Production	1

Management-Consumer Economics

FACS	3312	Consumer Economics	3
	3315	Management in the Family	3
	3318	Management Problems in the Family	2

Housing, Furnishings, Equipment

APPD	2250	Design in Home Furnishings	3
FACS	3320	Housing in Society	3

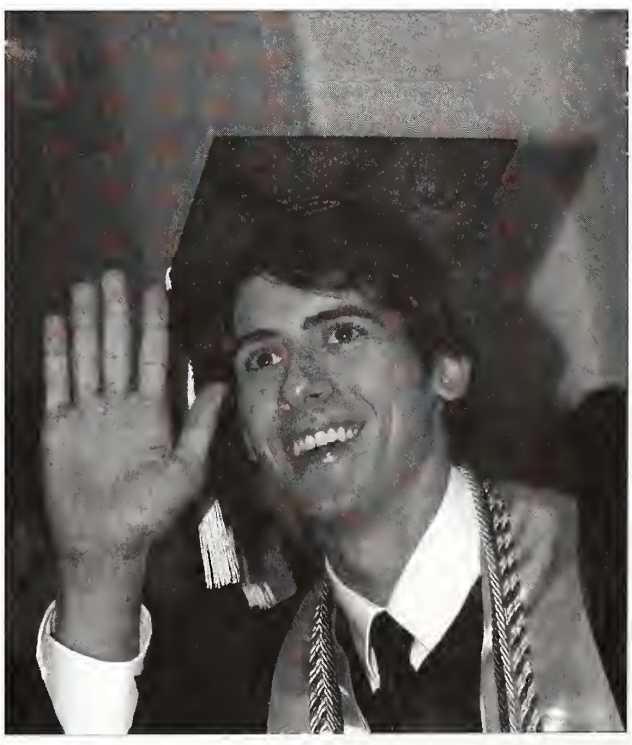
Professional Development

FACS	4400	Senior Seminar I	1
	4401	Senior Seminar II	1

Education

FACS	4431	Methods and Materials in Teaching Family and Consumer Sciences	3

General Studies Requirements 45 sem. hrs.
Education Requirements 33 sem. hrs.



Fine Arts

(Art, Music, Speech Communication and Theatre)

All programs in Art, Music, and Speech Communication and Theatre have a strong performance orientation. Students earning a major in these areas of study must periodically demonstrate through public performance mastery of concepts and content studied.

Art

Fairmont State University Department of Art provides a program of study for the preparation of teachers in the visual arts, leading to the B.A. degree in Education, a 2 + 2 program leading to a B.S. degree in a Graphics/Fine Arts program, and also offers a minor in a non-teaching degree. The art curriculum and activities are committed to provide the highest professional education for the art teacher, the creative artist and the scholar of the arts, and to play a major role in the cultural life of the college campus and the community.

Minor **24 sem. hrs.**

History of Art Courses
(See Courses of Instruction) 6
Studio Work Courses
(See Courses of Instruction) 18

Teaching Fields

Art Specialization Pre K-Adult 61 sem. hrs.
Required Courses 55 sem. hrs.

ART	*1140	Art Structure and Applied Design	3
	*1141	Art Structure and Applied Design	3
	*1142	Drawing	3
	*2241	Drawing from Life	3
	*2261	Painting	3
	2262	Painting	3
	*2278	Art History from Prehistory to 1450	3
	*2280	Art History from 1450 to 1750	3
	2283	Modeling and Sculpture	3
	2284	Modeling and Sculpture	3
	3341	Graphics	3
	3355	Problems in Teaching Art I	2
	3356	Problems in Teaching Art II	2
	3363	Beginning Watercolor Painting	3
	*3378	Art History from 1750 to 1950	3
	*3380	Art History Since 1950	3
	3383	Pottery	3
	3384	Pottery	3
	*4431	Methods and Materials in Teaching Art	3
	4470	Senior Exhibit	1
Electives			6

Electives to be selected from the following studio courses:
Painting: Art 3361, 3362, 3364, 4461, 4462, 4463. Pottery: Art 4464. Sculpture: Art 4465. Area Studies: Art 4467, 4468, 4469

Art Single Teaching Field 5-Adult 44 sem. hrs.
Required Courses

ART	*1140	Art Structure and Applied Design	3
	*1141	Art Structure and Applied Design	3
	*1142	Drawing	3
	2241	Drawing from Life	3
	*2261	Painting	3
	2278	Art History from Prehistoric to 1450	3
	2280	Art History from 1450 to 1750	3
	2283	Modeling and Sculpture	3
	3341	Printmaking	3
	3356	Problems in Teaching Art II	2
	3363	Painting in Watercolor	3
	3378	Art History from 1750 to 1950	3
	3380	Art History Since 1950	3
	3383	Pottery	3
	*4431	Methods and Materials in Teaching Art	3
	4470	Senior Exhibit	1

*Courses marked with an asterisk must be completed before admission to the Initial Performance Practicum.

Graphics/Fine Arts

This is a 2+2 program in which successful completion of the associate degree in Graphics Technology with a specialization in Commercial Design constitutes the first two years of this bachelor's degree program. It is designed to provide training and skills beyond the associate degree level for the graphic artist, layout artist, illustrator, advertising designer, and for those positions in the printing industry that combine the skills of artist-layout-graphic arts.

Major **81 sem. hrs.**
Required Courses 72 sem. hrs.

ART	1140	Art Structure and Applied Design	3
	1141	Art Structure and Applied Design	3
	1142	Drawing	3
	1199	Special Topics in Art	3
	2241	Drawing from Life	3
	2261	Painting	3
	2283	Modeling and Sculpture	3
	3341	Graphics	3
	3363	Beginning Watercolor Painting	3
	3378	Art from 1750 to 1950	3
	3380	Art History Since 1950	3
	4467	Area Studies in Drawing & Painting	3
	4468	Elective in Art	2
DRAF	1100	Engineering Graphics	3
GRAP	1100	Graphic Communications Processes	3
	2200	Introduction to Desktop Publishing	3
	2210	Graphics-Methods and Materials	3
	2225	Basic Photography	3
	2230	Layout and Design	3
	2250	Graphics Practicum	4
OFAD	1101	Beginning Typewriting/Keyboarding	3
		or	
OFAD	1102	Intermediate Typewriting/Keyboarding	3
ENGL	1109	Technical Report Writing	3
JOUR	2240	Reporting	3
	3312	The Publication Process	3

Electives selected from the following courses 9

GRAP	1150	Computer Applications to Graphics	3
	2220	Estimating & Cost Analysis	3
	2235	Layout and Design II	3
	2270	Screen Printing Techniques	3
	3310	Advanced Photography	3
	3320	Electronic Publishing	3
	3355	Advanced Image Transfer	3
	4410	Special Topics-Graphics	3



Music

The Music Department offers a minor in music for the Bachelor of Arts Degree and a Comprehensive (Pre K-Adult) Music major under the Bachelor of Arts in Education Degree. The degree programs are organized to provide a thorough background for a music teaching or a professional career. Major applied areas are offered in vocal, instrumental (strings, woodwinds, brass and percussion), piano, and organ.

The department provides excellent musical instruction for its students through a highly qualified professional staff of performing and teaching professors, a constantly improving and varied curriculum, and a series of sequential musical experiences and studies in all music degree programs. The department believes in exposing music students to many new and innovative educational and musical ideas as well as emphasizing the musical heritage of the past. Departmental organizations such as band, orchestra, choir, ensembles, stage band, and soloists participate regularly in productions, concerts, and activities of the college and have toured in West Virginia, the United States, and Europe.

Opportunities are provided for music students to attend numerous recitals, productions and other musical events on and off campus. Several professional and fraternal organizations are sponsored by the department, including a student chapter of MENC, ACDA, Kappa Kappa Psi, and Sigma Alpha Iota, professional sorority for women music students.

The Music Department is housed in Wallman Hall. It is well equipped with musical instruments and materials and its facilities include an electronic piano classroom, theory room, music education room, listening library, instrumental and choral rehearsal rooms, 18 practice rooms, nine studios and Wallman Hall Auditorium.

Music Minor **24-32 credit hours**

Required Courses

MUSI	1101	Concerts, Recitals, and Seminars	0
MUSI	1109, 1110	Comprehensive Theory	8
MUSI	1104, 1105, 2204, 2205	Functional Piano I-IV	4
MUSI	1139	Voice Class (Fall semester)	1
MUSI	2206	Music Apprec. for Majors (Spring semester)	3

Applied Lesson Instruction
Four semesters required. Select applied instrument or voice from MUSI 1107, 1141, 1175-1198, 2200-2203

Ensemble Participation
Four semesters required. Select from MUSI 1167 Collegiate Singers, MUSI 1168 Marching Band, MUSI 1169 Concert Band, or MUSI 1172 College-Community Orchestra.

Music minors are encouraged to enroll in applied lessons and ensembles for eight semesters. See the **Music Department Handbook** for more information.

Music Education Curriculum, PreK-Adult 66 credit hours

Comprehensive Theory **18**
Music 1109, 1110, 2209, 2210 16
Music 3309 Orchestration 2
History and Appreciation **9**
Music 1101 Concerts, Recitals N/C
Music 2206 Music Appreciation for Majors 3
Music 3313, 3314 Music History 6
Conducting **4**
Music 2245 Fundamentals of Conducting 2
Music 3347 Advanced Conducting..... 2
Ensemble Participation **7**
Music 1167 Collegiate Singers, Music 1168 Marching Band, Music 1169 Concert Band, Music 1172 Orchestra 7 semesters
Applied Music **19**
Major Instrument or Voice 7
Class Piano (Proficiency 4
Music 1104 Functional Piano I, Music 1105 Functional Piano II, Music 2204 Functional Piano III, Music 2205 Functional Piano IV
Instrumental and Voice Classes 7
Music 1139 Voice Class, Music 2211 String Class, Music 2213 Brass Class, Music 2215 Woodwind Class, Music 2217 Percussion Class, Music 2219 Guitar Class, One elective instrumental class
Music 4440 Senior Recital 1
Music Education Methods **9**
Music 3328 Elementary Methods, Materials, & Admin 2
Music 4429 Instrumental Methods, Materials, & Admin 2
Music 4430 Choral Methods, Materials, & Admin 2
Music 4431 Methods and Materials in Teaching Music, 7-12 .. 3

See the **Music Department Handbook** for requirements of concert & recital attendance, applied levels, piano proficiency, ensemble participation, sophomore evaluation policy, senior recital procedure, instrument checkout policy, and model schedules.

Speech Communication and Theatre

The Department of Speech Communication and Theatre has designed a program to provide students with a variety of choices for developing their knowledge and skills through study and performance.

Co-curricular activities offered by this department are designed to be learning experiences for students and do not require enrollment in departmental courses.

A number of program choices are available to students in the Department of Speech Communication and Theatre. Students may choose a degree program in:

1. A Bachelor of Arts major degree program in Theatre, a liberal arts program, which can be paired with any academic minor desired by the student.
2. A Bachelor of Arts major degree program in Speech Communication, a liberal arts program, which can be paired with any academic minor desired by the student.
3. Bachelor of Arts minor degree programs in either Speech Communication or Theatre.
4. Bachelor of Arts in Education, single field, grades 5-12 in Oral Communication (Speech Communication and Theatre).
5. The co-curricular activities of this department are open to all students. For detailed information see Forensics and Theatre under Student Services and Organizations in this catalog.

Bachelor of Arts in Speech Communication 39 sem. hrs.

SPCH	1105	Voice & Diction	3
	1171	Mass Communication	3
	2215	Nonverbal Communication	3
	2219	Language in Communication	3
	2231	Small Group Communication	3
	2235	Interpersonal Communication	3
	2241	Argumentation & Debate	3
	3337	Persuasive Communication	3
	3345	Oratory	3
	3369	Communication in Organizations	3
	4499	Seminar in Communication Issues	3
THEA	2220	Oral Interpretation	3
Electives			3

SPCH

1199	Special Topics in Speech Communication	1-3
2249/4449	Intercollegiate Debate Practicum (I-VIII)	1
4439	Public Speaking Practicum (I-VIII)	1
4491	Directed Study	1-4

THEA 2228/4428 Oral Interpretation Practicum (I-VIII) 1

Speech Communication Minor 24 sem. hrs.

SPCH	1105	Voice & Diction	3
	1171	Mass Communication	3
	2215	Nonverbal Communication	3
	2219	Language in Communication	3
	2231	Small Group Communication	3
	2235	Interpersonal Communication	3
	2241	Argumentation & Debate	3
	3337	Persuasive Communication	3

Bachelor of Arts in Theatre 48 sem. hrs.
Required Courses 39 sem. hrs.

THEA	1105	Voice & Diction	3
	1110	Introduction to Theatre	3
	1114	Body Training and Stage Movement	3
	1140	Theatrical Production	2
	*1148	Theatre Workshop	1
	1151	Text Analysis	3
	2212	Theatrical Makeup	1
	2230	Acting	3
2238 or 4432		Acting Workshop I, II	1
	2244	Introduction to Theatrical Design	3
2262 or 4462		Production Practicum I, II	1
	3336	Directing	3
3340, 3341		Theatre History I, II	6
	3375	Development of Dramatic Art	3
	4438	Senior Comprehensive Project	3

*One hour of THEA 1148 (Theatre Workshop) must be taken concurrently with THEA 1140 (Theatre Production). Previously acquired credit will not fulfill the requirement.

Electives in Theatre 9
Select 9 hours from the following courses. At least 6 hours must be upper division.

THEA	1199	Special Topics in Theatre	1-3
	2220	Oral Interpretation	3
	2251	Playwriting	3
	3305	Voice for the Stage	3
	3314	Advanced Theatrical Makeup	1
	3326	Performance Studies	3
	3330	Advanced Acting	3
	3344	Advanced Theatrical Design	3
	3346	Creative Puppetry	3
	3350	Children's Drama	3
	3352	Creative Drama	3
	3392	Costume History and Design	3
	4480	Theatre Business Management and Promotion	3
	4490	Directed Study in Theatre	1-3

Theatre Minor 29 sem. hrs.

SPCH	1105	Voice and Diction	3
THEA	1110	Introduction to Theatre	3
	1114	Body Training and Stage Movement	3
	1140	Theatrical Production	2
	*1148	Theatre Workshop I-IV	1
	2212	Theatrical Make-up	1
	2220	Oral Interpretation	3
	2230	Acting	3
	2238	Acting Workshop I	1
	2244	Introduction to Theatrical Design	3
	3340	Theatre History I	3
		OR	
	3341	Theatre History II	3
	3336	Directing	3

*One hour of THEA 1148 (Theatre Workshop) must be taken concurrently with THEA 1140 (Theatrical Production). THEA 1148 or 3348 taken separately from THEA 1140 will not fulfill the requirement.

Recommended Related Courses for Theatre Majors and Minors
ART 1120, 1142; ENGL 2274, 3390; MUSI 1120, 1139, 1141.

Performance

In order that a student majoring or minoring in Speech Communication or Theatre may be recommended for graduation by the Speech Communication and Theatre faculty, he/she must perform in one or more of the department faculty directed/sponsored public performance areas listed below. A student must reach a satisfactory level of proficiency in at least one of the performance areas. Each student's performance and level or proficiency will be periodically appraised by the faculty.

Performance Areas

Theatre: acting, technical crews, directing, public relations, house management, business management, etc., with Masquers, Town and Gown Players, or studio theatre presentations.
Oral Interpretation: reader's theatre, intercollegiate festivals, contests, and other public performances.
Public Speaking: intercollegiate debate, competitive communication and public speaking events, festivals and exhibitions, organizing and evaluating communication performances and other public speaking presentations.

Teaching Field in Oral Communication (Speech Communication and Theatre)

Single Teaching Field, Grades 5-Adult 44 sem. hrs.
Required Courses 44 sem. hrs.

SPCH	*1105	Voice & Diction	3
	*1171	Mass Communication	3
	*2241	Argumentation & Debate	3
	*2249/4449	Intercollegiate Debate	1
	*3337	Persuasive Communication	3
	*3345	Interpersonal Communication	3
	*4439	Public Speaking Practicum	1
**THEA	*1140	Theatrical Production	2
	*1148	Theatre Workshop	1
	*2212	Theatrical Makeup	1
	*2220	Oral Interpretation	3
	*2228/4428	Oral Interpretation Practicum	1
	*2230	Acting	3
	*2244	Introduction to Theatrical Design	3
	*3336	Directing	3
	*3350	Children's Drama	3
	*3354	Theatre Education Practicum	1
	*4438	Senior Comprehensive Project	3
	***4431	Methods and Materials in Teaching Speech Communication and Theatre	3

*Courses marked with an asterisk must be completed before the Initial Performance Practicum.

**The one required hour in THEA 1148 (Theatre Workshop) must be taken concurrently with THEA 1140 (Theatrical Production). Previously acquired credit in THEA 1148 or THEA 3348 will not fulfill this requirement.

***SPCH 4431 must be taken prior to the Initial Performance Practicum. It must be taken in either the junior or senior year by all oral communication majors.

Performance

In order that the B.A. in Education student with a teaching field in Oral Communication (grades 5-Adult) may be able to meet the competencies for state teacher accreditation and hence be recommended for the Initial Performance Practicum by the Speech Communication and Theatre faculty, he/she must perform extensively in one or more of the department faculty directed/sponsored public performance areas listed below. The activities in these areas are necessary co-curricular supplements or enrichments to classroom experiences. The student's performances in the areas must be extensive enough that the student reaches a satisfactory level of proficiency in at least one of the performance areas. A periodic appraisal of the extent of the student's performance and level of proficiency will be made.

Nursing and Allied Health Administration

Allied Health Administration

(Bachelor of Science)
(For Students with Associate Degrees in Health Career Programs)

This is a comprehensive program which is designed to provide health professionals with the education to become administrators in health care agencies. The curriculum is directed toward developing the management, problem solving, finance and interpersonal skills that are common to a variety of health care organizations.

To be eligible for admission to the Bachelor of Science Degree in Allied Health Administration, a student must have an associate degree in a health-care field from a college accredited by a regional association of colleges and schools. The program provides recipients of associate degrees, in a variety of health careers, with the opportunity to continue their education and obtain a Bachelor of Science Degree in Allied Health Administration. An additional intent of the program is to provide career advancement opportunities for those who are already employed in health care organizations.

Requirements include Liberal Studies courses and a core curriculum which encompasses accounting, management, problem solving and allied health courses. Liberal Studies and required support courses should be completed prior to enrolling in the Allied Health courses. See Liberal Studies requirements for a Bachelor of Science degree in the front of the catalog. **Students must earn a grade of "C" or higher in all required courses.**

Liberal Studies **45-47 sem. hrs.**

Required Support Courses **18-19 sem. hrs.**

ACCT	2201	Principles of Accounting I	3
INFO	1100	Computer Concepts and Applications	3
MGMT			
	2209	Principles of Management	3
	3308	Human Resource Management	3
	3390	Human Behavior in Organization	3
Select one of the following courses:			
BUSN	3310	Statistics	3
	or		
PSYC			
	2240	Statistics	4
		or	
MATH	1113	Applied Statistics	4
PHSC	1150	Scientific Problem Solving	4

Required Allied Health Courses **13 sem. hrs.**

ALLH			
	3301	Health Care Organization	3
	3302	Management Problems of the Health Care Delivery System	3
	3372	Legal and Medical Ethics	3
	4401	Practicum and Seminar	4

Associate Degree Minor Credits **39 sem . hrs.**
Total **128 sem. hrs.**

Nursing

(Bachelor of Science for Registered Nurses)

The Bachelor of Science in Nursing Program is designed for Registered Nurses who desire a baccalaureate degree in nursing. It provides career mobility for the associate degree and diploma graduate nurse. The program is designed to prepare nurse generalists who possess the professional competence to provide and coordinate care in situations of health promotion, maintenance, and restoration. The program also aims to provide a base for graduate study and to prepare graduates to assume accountability for nursing practice in the roles of clinical generalist, client advocate, leader, manager, research consumer and lifelong learner.

The curriculum is individually designed on the basis of the student's academic background. A minimum of 130 approved credit hours is required. This includes 32 upper division nursing credits. The program can be completed in two full-time academic years if the lower division requirements have been completed in advance. Students may enroll on a full-time or part-time basis. Nursing courses will be offered in the evening when possible. A grade of "C" or above is required in all nursing and support courses.

The Bachelor of Science in Nursing Program is accredited by the Commission on Collegiate Nursing Education. For further information on accreditation, contact: Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791.

All applicants seeking admission to the Bachelor of Science in Nursing Program are required to:

1. Meet the general admission requirements of Fairmont State College.
2. Hold an unencumbered license to practice as a Registered Nurse in West Virginia.
3. Submit an application for admission, designating the major as Baccalaureate in Nursing, to the Office of Admissions in order to be considered for admission. The following information must also be submitted:
 a. Official high school transcript or GED scores.
 b. Official college or diploma program transcripts.
 c. Short résumé including education and work experience since graduation.
 d. Evidence of current CPR certification (must be provided prior to beginning clinical courses).
 e. Completed health form and/or meet clinical agency requirements.
4. Complete successfully lower division requirements as indicated prior to admission to clinical nursing courses.
5. Have transfer courses evaluated by the Registrar's Office.
6. Graduates of a diploma nursing program will receive credit for lower division nursing courses by successfully completing 14 credits in the nursing major with a grade of "C" or better.

Registered Nurses who have not completed the required lower division courses are encouraged to contact the Department of Nursing for advisement purposes.

The following courses are required for completion of this program. Credit for some courses may be earned by examination. All required support courses must be completed prior to or concurrently with Nursing 4440. Admission to the program is required for enrollment in clinical nursing courses.

Courses marked with an asterisk must be completed prior to admission to the BSN nursing courses. The Bachelor's Degree in Nursing offers an option of School Nurse Certification. Education 2200 and the School Nurse Track in Nursing 4440 are required for this program.

Liberal Studies and Support Course Requirements

Communication Skills

*ENGL	1104	Written English I	3
*ENGL	1108	Written English II	3
SPCH	1100	Intro. to Speech Com	3
INFO	1100	Comp. Sci. (or demonstated competency	3

Cultural/Civilization Exploration 9
See Liberal Studies Requirements

Society and Human Interactions

*POLI	1103	American Government	3
*PSYC	1101	Introduction to Psychology	3
*SOCY	1110	General Sociology	3

Scientific Discovery

*BIOL	1170	Anatomy and Physiology	4
*BIOL	2205	Technical Microbiology	4

Mathematics

MATH	1107	or higher Math	3

Creative Expression and Interdisciplinary Studies

Appreciation Course			
	1120	Art, Music or Theatre	3
INTR	1100	Race, Class and Gender	3

Support Courses

ECON	2200	Economics	3
PSYC	2240	Statistics	4
		or	
BUSN	3310	Statistics	3
CHEM	1101	General Chemistry	4
	2209	Principles of Management	
		or	
	3308	Human Resources	3
**EDUC	2200	Introduction to Education	3

*Courses marked with an asterisk must be completed prior to enrolling in NURS 3350. CHEM 1101 or SCIE 1110 required prior to enrollment in NURS 3360.
** School Nurse candidates only.

Required Nursing Courses 32 sem. hrs.

NURS	3320	Health Assessment	4
	3330	Health Deviations	3
	3350	Professional Nursing Concepts	3
	3360	Complex Nursing Situations	4
	4400	Research in Nursing Practice	3
	4410	Community Health Nursing	6
	4430	Leadership and Management in Nursing Practice	3
	4440	Nursing Practicum	6

Associate Degree Nursing Credits 37 sem. hrs.
Total 129/130 sem. hrs.

Returning BSN seeking School Nurse Certificate

NURS	4441	School Nurse Practicum	4
EDUC	2200	Introduction to Education	3

Nursing

(Associate of Science)

The mission of the Associate Degree Nursing program is to provide quality nursing education to people in north central West Virginia and beyond. The Program is designed to prepare graduates for a challenging and satisfying career as a nurse. The curriculum includes a balance of nursing and non-nursing courses. Students have the opportunity to apply nursing theory and skills in the campus laboratory as well as in clinical settings which may include hospitals in Morgantown, Clarksburg, and Fairmont as well as nursing homes, a rehabilitation center, schools, clinics, and physician's offices. The psychiatric nursing experience takes place in Weston and Morgantown during the summer. Students are expected to provide their own transportation to all clinical experiences.

Fairmont State's associate degree nursing program is designed to produce a graduate who is able to:

1. Initiate client care using critical thinking skills to make reasoned decisions.
2. Practice social and professional accountability and responsibility.
3. Synthesize knowledge from nursing and the physical, biological, behavioral, and social sciences to implement the nursing process.
4. Establish effective therapeutic communication with clients.
5. Demonstrate competency in therapeutic nursing interventions.
6. Coordinate client care functioning in the multiple roles of care provider, teacher, communicator, manager, and member of the profession.

An impartial computerized scoring system is employed to rank applicants to the nursing program. ACT or SAT scores; high school or college grade point average or GED scores; grades in chemistry, biology, and algebra; and college courses completed that apply to the nursing degree (if applicable) are all considered in the evaluation process. Applicants who are not admitted must reapply if they wish to be considered for the next academic year.

To remain in the nursing program, a student must receive a grade of "C" or above in every nursing course and in every required support course. Failure to meet either of these requirements will result in dismissal from the program. Readmission is on the basis of reapplication and reacceptance.

To graduate from the nursing program, a student must have a grade of "C" or above in every nursing course and a cumulative 2.0 grade point average.

Graduates of the program are eligible to take the National Council Licensing Examination for licensure as a Registered Nurse. For licensure in West Virginia, candidates must meet the following legal requirements delineated in the West Virginia Code, Chapter 30, Article 7, Section 6 and 11. These requirements are:

1. Is of good moral character.
2. Has completed an approved four-year high school course of study or the equivalent thereof.
3. Has completed an accredited program of registered professional nursing education and holds a diploma of a school accredited by the board.
4. Has not been convicted of a felony or violated any standards listed in 30-7-11 of the WV Code for Registered Professional Nurses.

The nursing program is accredited by the West Virginia Board of Examiners for Registered Professional Nurses and the National League for Nursing Accreditation Commission, Accrediting Commission, 61 Broadway-33rd Floor, New York, NY 10006. Associate Degree Nurses are qualified to work in hospitals, nursing homes, physicians' offices and clinics. Graduates may also continue in higher education toward Bachelor's and Master's degrees in nursing and related fields.

Nursing 70 sem. hrs.

Model Schedule

Semester 1 (Fall)

ENGL	1104	Written English	3
NURS	1101	Fundamentals of Nursing	6
FOSM	2220	Diet Therapy	3
BIOL	1170	Anatomy & Physiology	4
			16

Semester 2 (Spring)

ALLH	1106	Introduction to Pharmacology	3
BIOL	2205	Microbiology	4
PSYC	1101	Introduction to Psychology	3
NURS	1104/1105	Adult Health I and II	8
			18

Summer

NURS	2201	Psychiatric Nursing	6

Semester 3 (Fall)

ENGL	1108	Written English	3
POLI	1103	American Government	3
NURS	2204	Trends in Nursing	2
NURS	2222/2223	Adult Health III and IV	8
			16

Semester 4 (Spring)

NSG	2205	Maternity Nursing	4
NSG	2206	Nursing of Children	4
SOC	1110	Introduction to Sociology	3
INTR	1100	Race, Class, & Gender	3
			14

Articulation for Licensed Practical Nurses

Licensed practical nurses who are admitted to the Associate Degree Nursing Program may be eligible for credit by examination or articulation for the following courses:

NURS	1101	Fundamentals of Nursing	6
FOSM	2220	Diet Therapy	3
ALLH	1106	Introduction to Pharmacology	3
BIOL	1170	Anatomy and Physiology	4

Licensed Practical Nurses admitted to the program take Nursing 102,"Transition for Licensed Practical Nurses."

Interdisciplinary Programs
(Forensics, Interdisciplinary Studies)

Forensics

The Forensics degree consists of two majors. The Forensic Science major includes Criminal Justice, Biology, Chemistry, Physics and Interdisciplinary courses, and prepares students for graduate school and/or employment in scientific laboratories. In addition an emphasis in biotechnology is available. The Forensic Psychology major, drawing upon Criminal Justice and Psychology, prepares students both for graduate programs and for careers in psychology, social work, law enforcement, and corrections. Candidates for both majors must complete the Liberal Studies requirements and the major requirements. A minor area of study is not required with the Forensic Psychology major due to the comprehensive nature of the program's specialized course work. Students completing the requirements for the Forensic Science major will automatically complete a minor in Chemistry.

Students pursuing the Forensic Science major will be assigned academic advisors from the chemistry program. Forensic Psychology majors will be assigned advisors from the School of Social Sciences, Department of Psychology.

Forensic Science Major 128-131 sem. hrs.
Liberal Studies 35 sem. hrs.
Required Courses 83-86 sem. hrs.

BIOL	1105	Principles of Biology I 4
	1106	Principles of Biology II 4
	1170	Anatomy and Physiology 4
	3380	Genetics 4
	3390	Molecular Biology 4
CHEM	1105	Chemical Principles I 5
	1106	Chemical Principles II 4
	1113	Practical Scientific Stat. with a Spreadsheet . 1
	2201	Organic Chemistry I 4
	2202	Organic Chemistry II 4
	2205	Analytical Chemistry 4
	2215	Intermediate Instrumental Analysis 4
MATH	1185	Applied Calculus I 4
		or
	1190	Calculus I 4
	1113	Applied Statistics 4
CRJU	1100	Introduction to Criminal Justice 3
	2236	Criminal Investigation 3
	2246	Criminal Evidence 3
	3300	Criminalistics 3-4
	4410	Research in Criminal Justice 3
	4411	Field Practicum 3
PHYS		
	1101, 1102	Introduction to Physics I, II 8
		or
	1105, 1106	Principles of Physics I, II 10
INTR	4401	Seminar in Forensic Science 3
		Electives 10 sem. hrs.

The required science courses satisfy the Liberal Studies scientific discovery requirement, the required math course satisfies the Liberal Studies math requirement. Electives will normally be upper-level courses and must be chosen in consultation with the Forensic Sciences advisor. Students interested in graduate school will need to complete additional upper-level science courses.

Note: ACT prerequisites for required science and math courses are listed in the catalog under the course description for each course. Students entering with an ACT science reasoning score of 21 or better, ACT Math score of 24 or higher, two units of high school algebra, one unit of high school geometry and one unit of high school trigonometry will be prepared for all four courses. Students not meeting this list of prerequisites will need to take specific additional courses and should consult with an advisor from the chemistry program immediately.

The following additional courses will be required to obtain a biotechnology area of emphasis:

BIOL	3360	Biochemistry 4
CHEM	3301	Physical Chemistry 4
CHEM	4405	Advanced Integrated Lab 1

Total additional hours 9 hours

Forensic Psychology 128 sem. hrs.
Liberal Studies 44 sem. hrs.
Required Courses 76 sem. hrs.

CRJU	1100	Introduction to Criminal Justice 3
	1101	Police Operations 3
	2206	Introduction to Corrections 3
	2236	Criminal Investigation 3
	2246	Criminal Evidence and Procedures 3
	3320	Introduction to Criminology 3
	3350	Group Techniques 3
	3360	Community Based Corrections 3
PSYC	1101	Introduction to Psychology I 3
	2220	Personal Adjustment History and Systems 3
	2230	Social Psychology 3
	2240	Statistics 4
	3300	Abnormal 3
	3310	Experimental 3
	3330	Developmental 3
	3350	Physiological 3
	3370	Theories of Learning 3
	4400	Psychological Assessment 3
	4410	Theories of Personality 3
	4460	Seminar I: Intro. to Forensics 3
	4460	Seminar II: Interventions 3
	4491	Psychopathology-Childhood & Adol. 3
	4495	Delinquency 3
	4497	Practicum I 3
	4498	Practicum II 3

Computer Forensics

The Minor or Certificate of Completion in Computer Forensics provides a basic knowledge for those students and practitioners who have an interest in criminal justice and computer crime investigation.

Computer Forensics 18 sem. hrs.
Required Courses

CRJU	2203	Computer Crime: Legal Issues and Investigative Procedures 3
INFO	2205	Information Technology-Hardware and Operating Systems 3
	2250	Networks and Telecommunications 3

Select three courses from the following list:
(Must select at least one course from each field)

CRJU	2246	Criminal Evidence 3

	3340	Laws of Arrest, Search and Seizure	3
	3301	Internet Vulnerabilities and Criminal Activity	3
	4410	Research in Criminal Justice	3
	4411	Field Practicum	3
INFO	2200	Fundamentals of Information Systems	3
	2240	Programming, Data and File Structures	3
	3310	Systems Analysis and Design	3
	3340	Advanced Application Development	3
	4420	Database Design and Implementation	3

Computer Forensics Certificate of Completion 12 sem. hrs.

CRJU	2203	Computer Crime: Legal Issues and Investigative Procedures	3
	3301	Internet Vulnerabilities and Criminal Activity	3
INFO	2205	Information Technology-Hardware and Operating Systems	3
	2250	Networks and Telecommunications	3

Intelligence Research and Analysis

The Minor or Certificate of Completion in Intelligence Research and Analysis will provide a foundation of courses to students and practitioners pursuing careers as research and/or intelligence analysts. The course work is intended to provide the student with a basis of knowledge for the preparation of assessments based on the collection, correlation, and analysis of intelligence data. The goal of the program is to produce a student qualified for an entry-level position with government agencies or private businesses.

Students seeking admission to an academic minor or certificate of completion program in Intelligence Research and analysis must apply to the program advisor, successfully complete an interview and submit a writing sample. Students must be aware that future employment often requires intensive background investigations, and any conduct deemed significantly unethical, illegal or unprofessional my result in the students failing to achieve employment in the field regardless of his/her academic record.

Intelligence Research and Analysis
Minor or Certificate21 sem. hrs.

CRJU	2246	Criminal Evidence	3
	4410	Research in Criminal Justice	3
HIST	3310	Diplomatic and Military History	3
POLI	2204	Introduction to Public Administration	3
	4405	Terrorism	3
SSCI	1101	Introduction to Intelligence Research	3
	2200	Field Experience	3

It is strongly recommended that students acquire a reading competency in a foreign language and successfully complete a statistics course.
Prerequisites: CRJU 1100, POLI 1103, INFO 1100, HIST 1107 and 1108, ECON 2200. These prerequisites, except CRJU 1100, are currently Liberal Studies or Liberal Studies elective courses.

Women's Studies

The Women's Studies minor provides students with an avenue to explore contemporary and historical issues as they relate to and impact traditional academic disciplines and human life. Awareness of and sensitivity to women's issues have become assets in any profession. Students wishing to elect this minor will need to work closely with their advisor. Most importantly, all component course selections must be made from the approved list of courses published each semester by the Women's Studies Coordinating Committee.

Women's Studies Minor 18 sem. hrs.
Required Courses

INTD	2201	Introduction to Women's Studies	3
	4402	Capstone Seminar in Women's Studies	3

Group A: Select two courses from the following:

BUSN	3325	Women and Work	3
CRJU	3305	Changing Roles of Women in Criminal Justice	3
ENGL	3388	Women's Literature	3
HIST	3333	Social History of American Women	3

Group B: Select two courses from the following:

ENGL	3363	American Novel	3
	3379	Victorian Literature	3
	3380	20th Century British Literature	3
	3381	British Novel	3
	3389	Minority Literature	3
	3391	Short Story	3
	3392	Contemporary Poetry	3
	3393	Southern Literature	3
INTR	1100	Race, Class and Gender	3
	2280	Empowering Leadership	3
	3380	Great Leaders	3
NURS	2205	Maternity Nursing	3
SOCY	3310	Sociology of the Family	3
FACS	1110	Nutrition	3
FACS	3310	Family Life Education	3
FACS	1103	Clothing and Culture	3
APPD	1116	History of Contemporary Fashion	3

Interdisciplinary Studies Degree

This program will lead to the degree Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies. It is designed to meet the needs of the student whose career and educational goals may not be satisfied by the major fields available at Fairmont State College. This degree allows greater flexibility in programming and enables students to gain optimum benefit from the strengths of the institution as they apply to the chosen fields of study.

The Academic Affairs Control Committee, which is chaired by the Provost and Vice President for Academic Affairs, is responsible for the overall coordination and control of the program. School Chairs and a Coordinating Committee comprised of faculty who hold the rank of assistant professor or higher and who have been approved by the Deans and/or School Heads assist in implementing the program.

Admission: Application to the program will be made between the end of the first semester and the beginning of the fifth semester of academic work. Students must have completed at least one semester of academic work as full-time students with an average of 2.0 or better.

Program Requirements

- It must contain a strong concentration of 48 semester hours, drawn from at least two disciplines of existing courses which form a logical selection of courses having a clear purpose and aimed at a specific learning outcome, *not* already represented among the major fields available at Fairmont State.
- At least 24 hours must be taken after admission to the program.

- The courses must be drawn from major bachelor programs or courses in an associate degree program which are part of the requirements for a baccalaureate degree.
- Arranged classes are to be avoided.
- At least one-half of the hours in the concentrated area must be at the upper level.
- Up to 12 hours may be earned by appropriate directed research, exhibition, performance, internship, or combination of these. This credit is subject to the existing regulations for similar experience; no experiential credit will be accepted.
- All requirements of the B.A. or B.S. degrees will apply, including successful completion of the General Education segment, overall grade point average of 2.0, residency requirements, 128 hours required for graduation, and other stipulations to be found in the College catalog. Liberal Studies requirements will be determined by the first concentration area.
- Elective courses will be used to complete hours required for graduation.
- Students who anticipate graduate school attendance should check appropriate catalogs to insure that they will qualify for admission.
- Once a proposal has been approved, it may be amended only by approval.



Special Academic Programs

Credit for Experiential Learning

Fairmont State University recognizes that some students, particularly adults and nontraditional students, may have developed competencies which closely parallel those competencies taught in college-level courses. The University provides the opportunity for students to receive academic credit for experiential learning which has taken place outside the formal educational structure through a portfolio review process.

The portfolio is reviewed by appropriate faculty members at Fairmont State University or by other experts if the field of study is not offered by the University. Faculty recommend the number of credit hours to be awarded by subject at the upper and lower levels, equating the credit, if possible, with existing Fairmont State University courses. An evaluation fee is charged for the portfolio review and for receiving college-equivalent credit.

For additional information contact the Coordinator for Experiential Learning in Room 245, Hardway Hall.

Community Service Learning

Service Learning is a national movement utilized in a number of colleges and universities in the United States. It is the process of integrating volunteer community service combined with active guided reflection into the curriculum. This enhances and enriches student learning of course material. The distinguishing characteristic of service learning is its twofold emphasis on both enriching student learning and revitalizing the community. To accomplish this, effective service learning initiatives involve students in course-relevant activities in:

- Connecting the logical continuity between experiential and textbook knowledge.
- Enhancing students' self-esteem through meaningful contributions to community.
- Engaging students in decision making, critical thinking, and application of learned skills.
- Providing human resources to meet the educational, human, safety, and environmental needs of the community.
- Creating a spirit of civic responsibility and leadership.

The pedagogy of service learning represents a progressive, substantial change from the traditional curriculum and promotes education as a "process of living" which encourages information processing as well as accumulation. This constant restructuring of information exemplifies the continuity and reality that exists between life experience and knowledge.

Herndon Legislative Fellows Program

The primary goal of this program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multi-dimensional aspects and roles. Participants will be designated as legislative interns and will perform work assignments in the West Virginia Legislature for the duration of the session. They will spend a full semester in the study of the operation, role, and functions of legislative bodies.

To be eligible for this program, students must have completed a minimum of 60 undergraduate semester hours or its equivalent with an academic grade point average sufficient to admit them to the degree program of their choice. At the time of making application, students must be enrolled at their home institutions on a full-time basis and cannot be on academic or social probation. Students may not serve as interns if they are subsequently placed on academic or social probation for the period which would include the internship in Charleston. Each applicant must have taken at least one college course in political science unless, in the judgment of the selection committee the student's record displays an active and sustained interest in public affairs or the political process, at which time the course requirement may be waived. For additional information, contact the Political Science Department.

Frasure-Singleton Student Legislative Program

The Frasure-Singleton Student Legislative Program provides students the opportunity to observe the West Virginia Legislature for one week during the body's regular legislative session. Participants are assigned to a legislator who assists in explaining the legislative process. They attend committee meetings and public hearings where legislation and issues are discussed. They sit on the Floor during daily sessions surrounded by legislators with issue research, constituent requests and other legislative tasks. In addition, participants meet with representatives from all branches of state government, lobbyists, reporters, and legislative staff persons.

The program is open to full-time college sophomores, juniors, and seniors from all fields of study. Applicants must be in good academic standing and successfully completed at least one Political Science course. One semester credit hour is given to participants.

For more information, contact the faculty in the Political Science Department.

Leadership Certification

Fairmont State University provides students with the opportunity to develop their leadership abilities, regardless of their academic major or minor. Leadership Certification is an interdisciplinary humanities program based in the liberal arts and grounded in theory and practical experience. It is designed to enhance a student's college career by linking leadership to self-awareness, personal growth, organizational theory, and practical experience in community service.

Required Courses 10 sem. hrs.

INTR	2280	Empowering Leadership	3
INTR	2281	Great Ideas of Leaders	3
MGMT	3390	Human Behavior in Organizations	3
		or	
PSYC	4410	Theories of Personality	3
HUSV	1103	Community Service Learning	1
		or	
		Phi Theta Kappa Leadership Certificate	1

Public Affairs Internships

The Political Science Department regularly becomes aware of internships opportunities at the local, state, and federal levels of government. These internships can be with members of the state House of Delegates and Senate, the United States Congress, city managers, public interest groups, or state and federal agencies.

Internships can take place during the semester or during the summer months. While most of the internships do not include a salary, academic credit can be given.

For more information, contact faculty in the Political Science Department.

Washington Center Internship Program

The Washington Center Internship Program gives students the opportunity to live and work in one of the most important cities in the world and to experience the professional arena of the nation's Capitol as well as the cultural diversity. The Washington Center Internship allows students to:

- Develop Professional Skills
- Clarify Personal Goals
- Improve research and communication skills
- Meet people from across the country and the world
- Prepare for life after college
- Give perspective on their studies
- Investigate a profession of interest
- Apply academic learning to the work world

For additional information contact the Office of the Associate Provost.

Regents Bachelor of Arts Degree Program

The Regents Bachelor of Arts Degree Program (RBA) is a flexible nontraditional program designed for adults in the belief that they, are distinctly different in their needs. The program can be tailored to fit the needs of those who need a degree for career advancement, those who have an associate degree in a field in which there is no corresponding baccalaureate degree available or those who seek intellectual development and personal fulfillment. The Regents Degree has particular appeal for persons who completed some college work in past years but did not obtain a degree.

Admission

Inquiries regarding admission should be made to the Coordinator, Regents B.A. Degree Program, Fairmont State University. Applicants must have graduated from high school at least four years before admission to the program. Persons with high school equivalency certificates may be admitted four years after their high school class graduated. If an applicant has previous college credit, failing grades received four years or more before admission to the RBA program are disregarded.

Requirements

To qualify for graduation, candidates must accumulate a total of 128 semester hours of credit with a quality point average of 2.00. At least 40 hours must be at the upper (3000 or 4000) level. Students must complete 36 semester hours of Liberal Studies courses, including the required semester hours in each of the following areas: Communications (6), Social Sciences (6), Natural Sciences (6), Mathematics or Computer Science (3), Humanities (6), and 9 "other" additional hours. At least 24 semester hours must be taken in the West Virginia State System of Higher Education. The RBA is an interdisciplinary degree with no major. The program can be tailored to meet the needs of individual students.

College-Equivalent Credit

A unique feature of the Regents Degree program is the possibility of obtaining college-equivalent credit. Credit may be awarded for learning which has taken place outside of a college if the learning is equivalent to that which results from a college course. The learning may have resulted from work experience, on-the-job training, personal study, the pursuit of hobbies, or from a formal vocational program offered outside of a college or university, such as a hospital nursing course or military service training courses. College-equivalent credit is awarded only for the acquisition of knowledge or skills equivalent to the knowledge or skills acquired in college courses. An applicant for college-equivalent credit will prepare a portfolio in which is presented in writing a detailed description of the knowledge or skills believed to have been acquired outside of the college setting. Supporting documents such as job descriptions and certificates for the completion of training programs will be included. Directions for portfolio preparation are available for enrolled students. The portfolio will be reviewed by appropriate faculty members at Fairmont State or by other experts if a field of study not offered by the University is involved. The faculty members will then recommend the hours of credit to be awarded by subject at the upper and lower levels, equating the credit with existing Fairmont State University course offerings. An assessment fee has been established for the assessment process and for the awarding of college-equivalent credit.

Military Science (School of Social Science)

The Two Year Program:

Students at Fairmont State University are usually eligible for the two year program, which offers the opportunity to achieve the same goals and benefits as the four year program but at an accelerated pace. It is specifically designed for sophomores attending a non-host ROTC institution such as Fairmont. In this program, students first attend Leader's Training Course at Fort Knox, Kentucky in the summer between their sophomore and junior year. This is a five week training camp where students may compete for two year scholarships. Students must have a minimum of 54 hours of college credit with a 2.0 GPA (2.5 to compete for a Scholarship). Additional, if a student is currently in the National Guard, Army Reserve, a veteran from any service or high school JROTC experience of 3 years or more, you may qualify for entry into the Advanced Course under the two year program.

Simultaneous Membership Program:

Students currently in the Army National Guard or U.S. Army Reserve can participate in the Advanced Course as an SMP cadet. Benefits of the SMP include immediate promotion to Sergeant (E5) for pay purposes in their current unit, receipt of any Montgomery G.I. Bill "Kicker", $250 a month stipend and any tuition assistance offered by the service. Currently the West Virginia National Guard pays 100% in state, out of state tuition for both undergraduate or graduate studies. The Army Reserve offers loan repayment and 75% tuition assistance. Information on these programs amy be obtained through the Professor of Military Science at 304-293-2911 Ext. 135. For a detailed overview of Army ROTC, students can call 1-800-USA-ROTC or at www.armyrotc.com.

The Advanced Course:

The Advanced Course consists of the courses MLSC 3301, 3302, 4401, and 4402. It is open only to students who have completed the Basic Course or earned placement credit for it (various methods). The Advanced Course is designed to qualify a student for a commission as an officer in the United Stated Army. Students

must complete MLSC 3301 through 4402 and a 32 day Advanced Camp during the summer, usually between the junior and senior years. The courses must be taken in sequence unless otherwise approved by the Professor of Military Science.

Pre-Medical and Pre-Dental Curriculum

Students planning to study medicine or dentistry should complete basic science courses as well as a broad range of general education courses with an average of B or better. Students should carefully consult the catalog of the professional school which they plan to attend. At West Virginia University, the School of Medicine requires a minimum of 90 semester hours of undergraduate work exclusive of physical education and ROTC courses for admission. Pre-medical students should work towards fulfilling the requirements for the Bachelor Degree in either biology or chemistry.

The School of Dentistry requires applicants to have completed three or more academic years of work in the liberal arts.

The following courses will meet the minimum requirements for admission to the Schools of Medicine and Dentistry at West Virginia University:

BIOL 1105, 1106	8
CHEM 1105, 1106	10
CHEM 2201, 2202	8
ENGL 1104, 1108	6
PHYS 1101, 1102	8

In addition, courses in the humanities, social sciences, and advanced courses in biology are suggested in order to acquire a broadened intellectual background.

Pre-Pharmacy Curriculum

Many schools of pharmacy offer a doctorate of pharmacy that require six years of study beyond high school, two years of pre-pharmacy and four years of study in a professional school of pharmacy. Prospective pharmacy students should plan their programs to meet the requirements of the particular professional school of pharmacy to which they plan to transfer. The following two-year preparatory program is suggested:

	First Year		Second Year	
Course	Fall	Spring	Fall	Spring
BIOL 1105, 1106, 2205	4	4		4
CHEM 1105, 1106; 2201, 2202	5	5	4	4
ECON 2200, 2201, or 2202				3
ENGL 1104, 1108	3	3		
*MATH 1190	4			
PHYS 1101, 1102			4	4
**STAT	3			
**Electives from Arts and Humanities		3	6	3
**Electives from Social Sciences		3	3	
Semester Totals	**19**	**18**	**17**	**18**

*Students not having necessary prerequisites for calculus will be required to take MATH 1115 or 1112 and 1115.

** Pre-pharmacy advisor should be consulted for these courses.

Pre-Medical Technology Curriculum

Medical Technology is a four year undergraduate program. The first two years may be taken at Fairmont State College. The entrance requirements of schools of medical technology throughout the nation vary considerably. Students should carefully consult the catalog of the school which they plan to attend. Students who have completed 60 semester hours including the following courses may be eligible for admission to the third year of the medical technology program at West Virginia University.

ENGL	1104	Written English I	3
	1108	Written English II	3
BIOL	1105	Biological Principles I	4
	1106	Biological Principles II	4
CHEM	1105	Chemical Principles	5
	1106	Chemical Principles	5
	2201	Organic Chemistry	4
	2202	Organic Chemistry	4
MATH	1112	College Algebra	3
MATH	1113	Applied Statistics	4

The other classes should total 21 to 24 hours of core classes. Courses such as microbiology, biochemistry, and anatomy should not be taken prior to enrollment in the professional schools.

Pre-Law Curriculum

Fairmont State University offers no distinct pre-law curriculum. Students who plan to attend law school usually major in English, history, political science, or business administration.

Pre-Journalism Curriculum

The journalism minor may also be used in most cases as a pre-journalism curriculum by students planning to transfer at the beginning of their junior year. Students enrolled in this program should consult the college where they will complete their degree for additional courses requirements as Fairmont State University does not have an articulation agreement with any school of journalism. The journalism coordinator should be consulted before enrolling in courses beyond the basic reporting course, JOUR 2240.

In addition to the basic Liberal Studies courses required for any four-year degree, pre-journalism students should enroll in courses listed with information about the journalism minor. (See page 102).

Pre-journalism students must participate actively in the publication of the student newspaper, The Columns, and the yearbook, Mound, in order to receive departmental recommendation.

Pre-Engineering Curriculum

Students planning to study engineering should complete the following course work with a B average or better:

MATH	1115, 1190	8
CHEM	1105, 1106	10
ENGL	1104, 1108	6
PHED	1100	2
PHYS	1101, 1102	8
Social Science Elective		3
Technology	MECH 1100, DRAF 1100	6

Students are advised to carefully consult the catalog of the engineering school which they plan to attend as Fairmont State University does not have an articulation agreement with any school of engineering.

Pre-Physical Therapy Curriculum

This curriculum is designed to satisfy the course requirements for admission to the professional portion of the curriculum in physical therapy offered by the West Virginia University (WVU) School of Medicine. Fairmont State University (FSU) students must select a major and complete a bachelor's degree prior to application for WVU's Doctorate of Physical Therapy (DPT) program. All applicants to the DPT program are required to have a bachelor's degree before admission. Information on prerequisite equivalent coursework is provided below. Degrees in areas such as Biology and Chemistry will often (but not always) meet these prerequisites. Applicants with degrees in other areas (ie. Philosophy, Psychology, etc) are encouraged to apply, as long as the equivalent prerequisite coursework has been completed.

Students interested in admission to a Physical Therapy program at an institution other than WVU should consult with their advisor for assistance in getting the information about the course requirements at the other institution.

DPT prerequisite course requirements:

Biology with lab (8 hours)	FSU BIOL 1105, 1106
Chemistry with lab (9 hours)	FSU CHEM 1105, 1106
Physics with lab (8 hours)	FSU PHYS 1101, 1102
General psychology (3 hours)	FSU PSYC 1101
Developmental psych. (3 hours)	FSU PSYC 3330
Introductory Statistics (3-4 hrs.)	FSU BUSN 3310 or MATH 1113
Medical Terminology (3 hours)	FSU ALLH 1100
Human Anatomy (3 hours)	WVU NBAN 205*
Human Physiology (4 hours)	WVU PSIO 241** or 441**

* this course available on the web; must take the WVU course; contact WVU Dept. of Anatomy
**must take the WVU course; contact WVU Dept. of Physiology

Courses of Instruction

Accounting
(School of Business)

ACCT 2201. Principles of Accounting I three hours
Fundamental accounting theory and procedures: Organization of accounts, the accounting cycle, working papers and the preparation of financial and operating statements for proprietorship.

ACCT 2202. Principles of Accounting II three hours
The second semester of this course is a further study of the accounting process as applied to various business organizations. The two semesters of this course are designed to give students an adequate understanding in the recording, classifying and summarizing of business transactions in order to proceed with the interpretation and analysis of accounting data. This course is a basic course for (1) accounting majors, (2) majors in other areas of business administration, and (3) those whose major interest is in economics, political science, law or other professional areas. PR: ACCT 2201.

ACCT 2215. Managerial Accounting three hours
The managerial accounting course is designed to acquaint students with the use of accounting information for the purpose of managerial control and decision making. Concepts of cost, profit, and budgeting will be discussed and aspects of performance measurement and evaluation will also be covered. PR: ACCT 2202.

ACCT 2216. Income Tax Procedures three hours
An introduction to the concepts of income taxation and the applications of these concepts through problem solving with the use of tax forms. PR: ACCT 2202. May be used as an elective by Accounting Majors.

ACCT 2217. Concepts of Computerized Accounting three hours
Three hours lecture/lab time per week. This course is designed to reinforce topics presented in Principles of Accounting and to introduce the student to computerized accounting methods. Through hands-on computer work, the student will become familiar with accounting software and have the opportunity to work in greater depth with Principles of Accounting topics. PR: ACCT 2202, OFAD 1100.

ACCT 3301. Intermediate Accounting I three hours
Primarily the study of general financial accounting theory as it relates to balance sheet items. Included is a brief review of the accounting cycle and income recognition theory. Current tax regulations are considered where applicable. PR: ACCT 2202.

ACCT 3302. Intermediate Accounting II three hours
A continuation of 3301 to include the study of corporate ownership equity and the analysis and interpretation of accounting data. PR: ACCT 3301.

ACCT 3303. Accounting Internship three hours
The internship course is designed as a learning experience which requires the integration of accounting theory with actual job experience in an accounting, industrial, or governmental organization. The student must be enrolled in the four year accounting program. The employer is responsible for evaluating and reporting the development of the student. PR: ACCT 3302.

ACCT 3325. Intermediate Accounting III three hours
A further continuation of the study of financial accounting theory and practices. Topics include accounting for income taxes, pensions and other post-retirement benefits, leases, cash flows, and disclosure standards. PR: ACCT 3302.

ACCT 3330. Advanced Accounting I three hours
Includes accounting for special situations: partnerships, installment and consignment sales, home office-branch relationships, consolidations, and fund accounting. Attention is focused on the current AICPA position relative to these special accounting situations. PR: ACCT 3302.

ACCT 3331. Advanced Accounting II three hours
A continuation of Accounting 3330; exploration of advanced accounting topics. PR: ACCT 3330.

ACCT 3350. Accounting Information Systems three hours
This course is designed to introduce students to accounting information systems. It focuses on understanding the different types of accounting systems, internal controls for accounting systems including security issues, accounting systems development, and information systems auditing concepts. PR: ACCT 3302.

ACCT 4404. Cost Accounting three hours
The relationship of cost accounting to the performance of management's pursuit of company objectives is studied with four basic points of view in mind: (1) cost principle, (2) cost determination, (3) cost control and (4) cost analysis. PR: ACCT 3302.

ACCT 4405. Auditing three hours
A study of the philosophy, environment, and procedures of auditing and the legal, social, and professional responsibilities of the auditor. PR: ACCT 3302.

ACCT 4406. Federal Income Tax Accounting: Individual three hours
Preparation of income tax returns from the accounts of an individual; exclusions and inclusions for gross income, capital gains and losses, business expenses, and other deductions.

ACCT 4407. Federal Income Tax Accounting: Partnership and Corporation three hours
Continuation of 4406, including preparation of income tax returns from accounts of partnerships, estates and trusts, and corporations. While previous accounting knowledge or experience will be helpful, no prior accounting training, knowledge, or experience is required. PR: ACCT 4406.

ACCT 4410. Case Studies in Accounting three hours
This course is designed to provide stimulus for critical analysis of accounting, finance, and ethics problems. Emphasis is placed on research, organization of data, critical analysis, communication of conclusions, and presentation skills. Through case studies students will enhance their problem-solving skills by formulating solutions to problems which are encountered in accounting environments. PR: ACCT 3302, FINC 2201, INFO 2235, and Senior Status, or Consent of Instructor.

Allied Health
(School of Nursing and Allied Health Administration)

ALLH 1100. Medical Terminology three hours
This course is a study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, and their combining forms. Anatomy and physiology terms as they relate to the root words, combining forms, prefixes, and suffixes are stressed. Terminology and medical abbreviations relating to several allied health occupations acquaints students with an overview of the medical language. This course is offered as an online course as well as the traditional classroom.

ALLH 1102. Pathophysiology of Disease three hours
Study of the disease process, terminology and association with the body structure.

ALLH 1106. Introduction to Pharmacology three hours
This course is designed to introduce the student to basic concepts of classification, action and implications related to the administration of medications. This course is required for nursing students. PR: BIOL 1170 or Licensed as a Practical Nurse. Spring Semester.

ALLH 1199. Special Topics in Allied Health one-twelve hours
Studies in special selected topics. The topics to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. As needed.

ALLH 3301. Health Care Organizations three hours
Organization, current legislation; roles and relationships of the health care professions are discussed in detail. Emphasis is placed upon roles of hospital management. Factors of comprehensive health care, hospitals, and extended care facilities. Responsibility of the health care agency regarding competent and responsible care of patients is defined. Organization patterns in health care agencies, as well as contributions of health professionals and paraprofessionals in meeting human needs will be emphasized. PR: MGMT 2209, 3308, and 3390 and INFO 1100. Fall Semester.

ALLH 3302. Management Problems of the Health Care Delivery System three hours
Fiscal, legal, supervisory having specific problems to health care facilities is discussed. Emphasis will be placed upon medical records and utilization review, as well as the role and limitations of the hospital in the health care system. Inadequate access of health care delivered to all Americans is discussed, with emphasis on the problems of poverty and the elderly regarding health delivery. PR: ALLH 3301. Spring Semester.

ALLH 3341. Death and Dying three hours
This course analyzes the impact of complex social change on death, humanity's most enduring mystery and most powerful taboo. Included are the study of past circumstances and future possibilities; death and dying from a variety of perspectives including the individual, the family, and the society; examination from the perspectives of diverse academic disciplines, from history and sociology through medicine and psychology to literature and ethics. Also included are such controversial topics as life after death, care of the dying patient, funerals, and moral and ethical dilemmas. Fall Semester.

ALLH 3372. Legal and Medical Ethics three hours
This course is designed to acquaint the student with the legal and ethical responsibilities of the administrator involved in health care. Emphasis is placed upon legal issues as well as legal responsibilities and liabilities. Spring Semester.

ALLH 3399. Special Topics in Allied Health Administration one-six hours
Studies in special selected topics in health administration and management are determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives. Arranged.

ALLH 4401. Allied Health Practicum and Seminar four hours
This course brings together all the majors in the last semester of the program to experience a 90 hour administrative field experience, carry out a problem solving project, and discuss problems and successes encountered in the experiences. Students submit a comprehensive paper analyzing their project which requires development of a problem statement; literature review; creation, implementation, and evaluation of a plan of action. Students do a power point presentation of their projects for classmates and preceptors at the end of the course. PR: Last semester of program. Spring semester.

Applied Design

APPD 1101. Principles of Clothing Construction three hours
The student will study the application of principles of clothing construction in relationship to selection of compatible fabric and design to produce garments for the individual. The student will use various fabrics during the development of construction techniques. The student will study the use and care of equipment and the techniques in pattern alterations.

APPD 1103. Clothing and Culture three hours
This course is a cross-cultural study of clothing for the individual, family, and special needs groups, including fashion trends, fashion terminology, clothing and behavior, color and computer aided body analysis, professional dress and management, and socio-psychological aspects of clothing.

APPD 2210. Textiles three hours
The study of textile fibers from origin to end use will be covered. Consideration will be given to properties of textile fibers in relationship to performance and use, textile selection, maintenance for apparel and home furnishings, and textiles in the world economy.

APPD 2250. Design in Home Furnishings three hours
The principles and elements of design are explored through home furnishings and accessories. The course will include a study of interior textiles, furnishings, window treatments, and the appropriate selection of enrichment accessories. Computer aided design will be included.

APPD 3375. Professional Practice in Applied Design four hours
The course will give students an opportunity to experience the business aspects of Fashion Merchandising or Interior Design through an on-the-job placement. An examination of location, financial concerns, staffing, marketing, managing, vendor relationships, and professional growth will be covered in this course, which will include an evaluation from the work experience supervisor. PR: APPD 2275.

Architecture Engineering Technology
(College of Science and Technology)

ARCH 1130. Architectural History I three hours
This course covers architectural history from prehistoric times through the Gothic period. The emphasis in this course will be on the historical, social, and technological factors behind the structures.

ARCH 1160. Architectural History II three hours
This course is a continuation of architectural history from the Renaissance period to the present. The emphasis in this course will be on the historical, social, and technological factors behind the structures. PR: ARCH 1130.

ARCH 2210. Design I four hours
Introduction to developing design methodology and subsequently integrating these concepts into the process of design. Topics covered include form studies and theory, and incorporating these into the design of architectural elements. Introduction of sketching, graphic and modeling skills to communicate design concepts. Emphasis on developing the presentation skills of the student. PR: ARCH 1160, ART 1111, ARCH. Dwg. elective.

ARCH 2225. Architectural CADD three hours
Introduction to computer aided drafting and design. Material will include an introduction to the basic drawing processes of the computer and subsequent application to design solutions in architecture. PR: COMP 1101.

ARCH 2250. Design II four hours
Continuation of design methodology as applicable to the design of simple structures. Emphasis on tectonics as well as the nature of materials and the site. Further development of sketching, graphic and modeling skills as students learn to understand, interpret, and represent spaces, as well as further development of presentations skills. A first-year design portfolio will be developed. PR: ARCH 2210.

ARCH 3300. Design III four hours
This class encompasses the investigation, synthesis, and communication of characteristics of the built environment. Material covered includes programming of a building with respect to function, user, and site; and exploration of energy conservation and solar application. Students will develop a more advanced level of design, graphic skills, and three-dimensional modeling. PR: ARCH 2250, 1st Year Portfolio, CR: ARCH 3320.

ARCH 3310. Construction Details and Materials four hours
This course is a comprehensive exploration of materials, structural systems, and details in the context of commercial building design. Students will produce a set of working drawings for an architectural office setting. PR: ARCH 3350, CIVL 2220, CR: ARCH 4450. PR: Baccalaureate Majors Only.

ARCH 3320. Site Planning three hours
This course covers analyzing a site and optimizing the relationship of a building to its site, taking into account the buildings program and the natural environment. PR: ARCH 2250.

ARCH 3350. Design IV four hours
This course explores the architectural design in the context of the urban fabric. Topics include urban design, historic preservation, and the social impact of the built environment. Cultural and behavioral patterns will be explored. Students will develop further their modeling skills, graphic communication, and oral communication. A second year portfolio will be developed. PR: ARCH 3300; CR: ARCH 4420.

ARCH 4420. Urban Design and Preservation three hours
This course explores urban planning and the application of its basic principles to an urban context. History of urban design, urban development, and historic preservation will be discussed and applied to design projects. PR: ARCH 3300, CR: ARCH 3350.

ARCH 4430. Mechanical and Electrical Systems three hours
Introduction to the design of mechanical and electrical systems. PR: ARCH 2250.

ARCH 4450. Design V four hours
This course encompasses architectural design as an integration of design concept and building technology. Concepts synthesized in the design process include structural systems, mechanical systems, and building materials, as well as more sophisticated building design. Advanced graphic communications will be combined with computer applications. PR: ARCH 3350, 2nd Year Portfolio; CR: ARCH 3310. Baccalaureate Majors Only.

ARCH 4460. Design VI four hours
This class executes a comprehensive architectural design of the student's choice with the approval of the instructor. Concentration in the project may be in building technology, urban design, historical design, theory, environmental design, or other approved topic area. Student will develop the design concept, conduct research, develop the form and express the design of the structure at a sophisticated level of graphic and three-dimensional skills. A third year portfolio will be completed. PR: ARCH 4450.

Art
(School of Fine Arts)

ART 1111. Art Fundamentals three hours
An introductory course to the elements/principles of design and the creative design process while exploring various media and techniques in two and three dimensional art forms.
ARCHITECTURE MAJORS ONLY!

ART 1120. Art Appreciation three hours
This introductory course is a study of art of the Western world. It explores the emergence of new forms and salient factors contributing to changes in art from prehistoric Europe to the contemporary West. The works of art are presented within their historical contexts.

ART 1140. Art Structure and Applied Design three hours
Introductory course in the principles and elements of design applicable to various media and techniques used in studio problems.

ART 1141. Art Structure and Applied Design three hours
Further study of the principles and elements of design, techniques and media with emphasis on the individual's creative development.

ART 1142. Drawing three hours
The development of technical skills in the use of various media for a fundamental knowledge stressing observation, memory training, and composition. Fall semester only.

ART 1199. Special Topics in Art one-twelve hours
Studies in selected areas of specialization to be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree or certificate programs. Three hours maximum credit per semester. PR: Instructors consent.

ART 2241. Drawing from Life three hours
Drawing from the posed model accompanied by analytical studies of anatomy. PR: ART 1142. Spring semester.

ART 2261. Painting three hours
An introductory course using acrylic paint, exploring techniques of paint application and painting supports, while painting from still-life and landscape. PR: ART 1140, 1141, 1142 or instructor's consent.

ART 2262. Painting three hours
An introductory course using oil paint to explore techniques of paint application and painting supports while working from the live model. PR: ART 1140, 1141, 2241 or instructor's consent.

ART 2278. Art History from Prehistory to 1450 three hours
The major monuments and periods of the History of Art will be treated within their historical and cultural contexts to the end of the Middle Ages. Students will be expected to understand the religious, political and technical concepts which underpin these ideas as they relate to Western and non-Western cultures. Offered once every four semesters.

ART 2280. Art History from 1450 to 1750 three hours
The major movements and artists associated with the Renaissances, Baroque and Rococo movements will be investigated within their historical and cultural contexts. The theory and criticism appropriate to these periods will be considered, together with primary texts produced by the artists. Offered once every four semesters.

ART 2283. Modeling and Sculpture three hours
Introductory course using clay modeling, plaster, and metal sculpture.

ART 2284. Modeling and Sculpture three hours
Advanced work in various sculptural media: metal casting, carving, constructions, etc. PR: ART 2283 or consent of the instructor.

ART 3341. Printmaking three hours
Introduction to various techniques in printmaking as an artistic expression. PR: 1142 or consent of instructor. Spring semester.

ART 3353. Elementary Art Education I two hours
Experiences and theory designed to prepare students to teach art on the kindergarten- primary level. Directed experiences in two and three dimensional media such as drawing, painting, poster, sculpture, and design using various media.

ART 3354. Elementary Art Education II two hours
The theories, philosophy, and methods of teaching art in elementary school. Experiences supplemented with references to the needs of students in teaching grades 5-8.

ART 3355. Problems in Teaching Art I two hours
The student will define what an art problem is, define the teachable aspects of art, examine what motivation is in art and in connection with particular art problems, and produce some art objects utilizing media and materials generally obtainable in and around most elementary schools.

ART 3356. Problems in Teaching Art II two hours
The student will define what an art problem on the secondary level is, examine how skill and success are related in studio art, utilize art historical example, examine how art and society are related, define what is teachable in art, and select specific art problems in conjunction with the particular age level and interests of secondary students.

ART 3361. Painting the Landscape three hours
Personal development in painting from the landscape with oil or acrylic paint. PR: ART 2261, 2262.

ART 3362. Painting the Figure three hours
Personal development in painting from the live model with oil or acrylic paint. PR: ART 2261, 2262 or instructor's consent.

ART 3363. Beginning Watercolor Painting three hours
Introductory course in the fundamental techniques of watercolor, while painting from still-lifes and landscape. PR: ART 1140, 1141, 1142, 2241, or instructor's consent.

ART 3364. Intermediate Watercolor Painting three hours
Continuation of 3363 emphasizing advanced techniques and individual creative development. PR: 3363 or instructor's consent.

ART 3378. Art History from 1750 to 1950. three hours
The course will consider the major movements and artists from the Neo-Classical through the Modern periods. The monuments will be placed within their historical, political and cultural milieu, with the theory and criticism of the various movements given serious study. Offered once every four semesters.

ART 3380. Art History Since 1950.
The major movements and artists associated with the developments of European and American art since 1950 will form the basis for the course. The issues will be set within their historical, aesthetic and critical contexts. Both the history of art and theory will be considered. Offered once every four semesters.

ART 3383. Pottery two-three hours
Introduction to basic ceramic techniques; hand construction, potters wheel, glazing and kiln firing.

ART 3384. Pottery two-three hours
Advanced work in ceramic sculpture, wheel thrown ceramics, glaze theory, kiln firing, and kiln construction. PR: ART 3383 or instructor's consent.

ART 4431. Methods and Materials in Teaching Art three hours
Planning and application of problems for junior and senior high schools. Coordinated with the Education Department and the public schools. Designed for students who are student teaching or for teachers in-service. PR: 3355, 3356, PPST (passing score)

ART 4461. Advanced Landscape Painting three hours
Development of individual creative expression in oil or acrylic, working from the landscape. PR: ART 3361 or instructor's consent.

ART 4462. Advanced Figure Painting three hours
Development of individual creative expression in oil or acrylic while working from the live model. PR: ART 3362 or instructor's consent.

ART 4463. Studio in Painting three hours
An advanced painting class in oil or acrylic, designed for those students who intend to prepare a professional portfolio for graduate school. The student is expected to explore his/her creative abilities while experimenting and bringing together the landscape and figure into a series of large paintings for exhibition purposes. PR: Instructor's consent.

ART 4464. Studio in Pottery three hours
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits. PR: ART 3384.

ART 4465. Studio in Sculpture three hours
The student is permitted to select the medium and then experimentally exploit all the technical and creative possibilities that it permits.

ART 4467. Area Studies in Drawing & Painting one-four hours
PR: 1140, 1141, 1142 and Instructor's Consent.

ART 4468. Area Studies one-four hours
PR: 1140, 1141, 1142 and Instructor's Consent.

ART 4469. Area Studies one-four hours
A group of three courses intended to allow the student intensive or continued study in a particular area. These are elective courses and the consent of the instructor is required. A six-hour limit is imposed for each student. These courses are not eligible for substitution for required courses in the Art specialization. PR: 1140, 1141, 1142 and Instructor's Consent.

ART 4470. Senior Exhibit one hour
Required of all art majors during their senior year: to organize and present a formal gallery exhibition of works selected from their college work. Slides of this exhibition are to be retained in the Art Department's archives. PR: Completion of all studio coursework or Instructor's Concent.

Aviation
(College of Science and Technology)

AVMT 1101. Introduction to Aviation Maintenance three hours
A study of the fundamentals of Aviation Maintenance. Topics include: aircraft familiarization, nomenclature, materials, hardware used on aircraft, theory of flight, and basic physics. Meets FAR 147 requirements.

AVMT 1102. Aircraft Basic Science three hours
A study of federal aviation regulations, maintenance publications, weight and balance, technical drawings, charts and graphs. Meets FAR 147 requirements.

AVMT 1103. Aviation Shop Practices three hours
A study of the use of basic hand tools and power equipment, shop safety, aircraft fluid lines and fittings, aircraft cleaning and corrosion control. The use and care of precision measuring equipment and the use and interpretation of various non-destructive inspection methods. Meets FAR 147 requirements.

AVMT 1105. Aircraft Utility Systems three hours
This course covers the areas of airframe ice and rain control systems, fire protection systems, (airframe and engine), and fuel systems (airframe and engine). Also included are transport aircraft systems including doors, lavatory systems, galley systems, passenger service units, windows, emergency equipment, and cargo loading systems. Meets FAR 147 requirements.

AVMT 1106. Aircraft Information System three hours
This is a study of the communication, navigation, and instrument systems of the aircraft and engine. PR: AVMT 1101, 1102, 1103, AVMT 1109, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2201. Reciprocating Engines and System three hours
This course is a study of the theory of operation of reciprocating engines and their systems. The course emphasizes the principles of operation, nomenclature, construction, and system design. PR: AVMT 1101, 1102, 1103, or permission from the instructor. Meets FAR 147 requirements. Co-Requisite: MATH 1101.

AVMT 2202. Aircraft Sheet Metal Structures three hours
This course covers all aspects of sheet metal structures and aircraft welding. A strong emphasis is placed on the hands-on skills. PR: AVMT 1101, 1102, 1103, or permission from the instructor. Meets FAR 147 requirements. Co-Requisite: MATH 1101.

AVMT 2203. Reciprocating Engine Maintenance and Return to Service five hours
This course emphasizes the hands-on maintenance and overhaul of piston engines. Topics include engine removal, replacement, troubleshooting, inspection, engine maintenance and overhaul, system component repair, inspection, and troubleshooting. PR: AVMT 1101, 1102, 1103, 2201, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2204. Propeller Systems three hours
A detailed study of propellers, their components, operation and maintenance. PR: AVMT 1101, 1102, 1103, 2201 or permission from the instructor. Must be taken concurrently with AVMT 2023. Meets FAR 147 requirements.

AVMT 2205. Turbine Engines and Systems three hours
A study of the theory of operation of turbine engines and their systems. This course emphasizes the principles of operation, nomenclature, construction and system design. PR: AVMT 1101, 1102, 1103, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2206. Aircraft Fluid Power and Landing Gear Systems three hours
A detailed study of aircraft hydraulic, pneumatic and landing gear systems. This includes the study of airliner systems. PR: AVMT 1101, 1102, 1103, AVIO 1109, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2207. Turbine Engine Maintenance and Inspection three hours
This course emphasizes the hands-on maintenance, overhaul, repair, troubleshooting, and inspection of turbine engines and their systems. PR: AVMT 1101, 1102, 1103, 2205, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2208. Cabin Atmosphere Control Systems three hours
This course is a detailed study of aircraft heating, oxygen, air conditioning, and pressurization systems. Large airliner systems will be covered. PR: AVMT 1101, 1102, 1103, AVIO 1109, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2209. Aircraft Flight Control Systems three hours

A detailed study of aircraft control surfaces to include operation, assembly and rigging. Airframe inspection procedures is also covered. PR: AVMT 1101, 1102, 1103, 1105, AVIO 1109, or permission from the instructor. Meets FAR 147 requirements.

AVMT 2210. Non Metallic Structures three hours

A study of wood, fabric, composite and plastic aircraft structures; also covered is the finishing of these structures. PR: AVMT 1101, 1102, 1103, or permission from the instructor. Meets FAR 147 requirements.

Aviation Administration
(College of Science and Technology)

AVMA 1100. Aircraft Flight Theory three hours

A study of the subject areas and information needed to operate as a private pilot in the aviation environment.

AVMA 1101. Private Pilot Technology three hours

The course is designed to provide successful Private Pilot candidates with the basic skills and knowledge necessary for certification as a Private Pilot under Part 141, Appendix B, of the Federal Air Regulations. The course will consist of approximately 50 contact hours of classroom based ground school instruction and a minimum of 35 hours of logged flight training (total flight hours may vary depending on individual student ability). Students are expected to immediately take the Private Pilot Knowledge Test upon completion of their Private Pilot Ground School component. Students will be signed-off to take the Private Pilot Practical Flight Exam, as required by FAA certification, upon successful completion of all flight requirements.

AVMA 1102. Introduction to Air Traffic Control three hours

This course provides a description of basic air traffic control procedures and phraseology used by personnel providing air traffic control services. Topics include the history of air traffic control, definitions, basic phraseology, airspace utilization, and air navigation and Federal Aviation Administration rules governing air traffic control.

AVMA 1199. Special Topics one-twelve hours

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

AVMA 2201. Instrument Pilot Technology three hours

The course is designed to provide successful Instrument Pilot candidates with the basic skills and knowledge necessary for certification as Instrument rated Private Pilot in accordance with the minimum requirements as set forth in Part 141, Appendix B, of the Federal Air Regulations. The course will consist of approximately 30 contact hours of classroom based instrument ground school instruction and a minimum of 35 hours of logged instrument flight training (total flight hours may vary depending on individual student ability). A portion of the instrument flight training may be conducted on a Personal Computer-Based Aviation Training Device (PCATD); up to 10 hours toward flight requirements and 5 hours toward ground school requirements. Students will be expected to immediately take the FAA approved Instrument Pilot Airman Knowledge Test upon completion of their Instrument Ground School component. Students will be signed-off to take the Instrument Pilot Practical Flight Exam required for FAA certification upon successful completion of all flight requirements. PR: Private Pilot certification.

AVMA 2210. Aviation Meteorology three hours

A survey of the basic concepts and processes of atmospheric phenomena and their relation to aeronautical conditions.

AVMA 2211. Airport Management three hours

This course presents a study of airfield operations, and management with a focus on the role of the airport manager, the role of the airport in the community, budgeting, marketing and tenant relationships.

AVMA 2213. Airport Planning and Development three hours

The principles of airport system planning and airport master planning will be studied. Airport design standards, historical evolution of airports, key airport legislation and environmental impact planning for airports are key course topics.

AVMA 2214. Air Traffic Control Procedures three hours

This course is designed to prepare the student to successfully complete the FAA Air Traffic Controller screening exams. Topics covered include: Tower procedures, aircraft separation, departures/arrivals, special procedures.

AVMA 2299. Special Topics one-twelve hours

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

AVMA 3300. Commercial Pilot Technology three hours

The course is designed to provide successful Commercial Pilot candidates with the basic skills and knowledge necessary for certification as Commercial Pilot in accordance with the minimum requirements as set forth in Part 141, Appendix B of the Federal Air Regulations. The course will consist of approximately 35 contact hours of classroom based Commercial Pilot Ground School instruction and a minimum of 120 hours of logged Commercial Pilot Flight Training (total flight hours may vary depending on individual student ability). Students will be expected to immediately take the FAA approved Commercial Pilot Airman Knowledge Test upon completion of their Commercial Pilot Ground School component. Students will be signed-off to take the Commercial Pilot Practical Flight Exam for final FAA certification upon successful completion of all flight requirements. PR: Private Pilot and Instrument Pilot certifications or Instructor approval.

AVMA 3301. Aviation History three hours

This course traces man's effort to achieve and sustain flight from early mythology to present. Special emphasis is given to the evolution of the airplane.

AVMA 3302. Aviation Law three hours

A study of the legal requirements of, and the case law/decisions affecting the aviation industry. Topics covered include contracts, liabilities, rights of operators, criminal statues, the U.S. legal system, etc., as applied to aviation.

AVMA 3303. Airline Operations three hours

A study of the administrative aspects of airline operation and management including a detailed study of airline organization, structure, and operational issues. Topics to be covered include airline history, airline economics, airline pricing, airline marketing, fleet planning and labor relations. A case study approach will be used to study individual airlines and/or airline related issues.

AVMA 3304. Aviation Maintenance Management three hours

This course provides instruction concerning the functions and responsibilities of the aviation maintenance manager. Maintenance management in general aviation, regional airlines and major and national airlines will be studied.

AVMA 3305. General Aviation Operations three hours

A study of the general aviation industry, including general aviation aircraft manufacturing, fixed base operations, and corporate flight departments. A basic definition of general aviation, its role and major components will be covered.

AVMA 3307. Aviation Safety three hours

This course introduces the student to various aspects of aviation safety including flight safety, ground safety, and how to manage and plan for safety in aviation. Case studies of individual aviation incidents, safety studies and accidents will be presented. PR: Baccalaureate Majors Only.

AVMA 3399. Special Topics one-twelve hours

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

AVMA 4401. Trends and Current Issues in Air Transportation three hours

This course presents an analysis of selected contemporary issues, problems and trends facing various segments of the aviation industry (manufacturers, airlines, general aviation and government). Students will apply previously learned principles to practical problems in the aviation industry.

AVMA 4402. Fiscal Aspects of Aviation Management three hours

This course will provide an introduction to financial management problems encountered in aviation management. Topics covered include basic accounting, financial management principles, cash flow analysis, budgeting and financial statement analysis.

AVMA 4403. Aviation Project one to four hours

Independent study primarily for senior students who wish to pursue study and development work in special areas. Subject must be arranged with the instructor before enrolling in the course.

AVMA 4404. Advanced Composite Structures three hours

An in-depth study of the inspection and repair of Aircraft Composite Structures. PR: Baccalaureate Majors Only.

AVMA 4405. Advanced Non-Destructive Testing three hours

A detailed study of non-destructive testing methods used on aircraft. This course prepares the student for ASNT Level I certification. PR: Baccalaureate Majors Only.

AVMA 4499. Special Topics one-twelve hours

A study of special topics of educational, technical or industrial concern. PR: Consent of instructor.

Avionics
(College of Science and Technology)

AVIO 1102. Principles of Radio Transmitters and Receivers three hours

This course examines the fundamental principles of radio communications. Specific topics include RF generation, amplification, filtering, frequency conversion, types of modulation, propagation characteristics of RF waves, bandwidth considerations, and other topics related to the transmission, reception, and processing of RF signals. PR: ELEC 1100.

AVIO 1109. Aircraft Electronics three hours

This course examines the fundamental principles of electronics as applied to aircraft electrical systems. Specific topics covered include AC/DC, series-parallel circuits, circuit analysis theorems, transistors, digital theory and devices. Meets FAR 147 requirements. Co-Requisite: MATH 1101.

AVIO 1110. Aircraft Power Generation and Distribution Systems three hours

This course examines DC and AC power generation systems, generator paralleling, voltage regulation, power distribution and circuit protection devices, and DC and AC machines used in aircraft systems. Emphasis is on developing an understanding of the systems adequate to test, inspect, troubleshoot, and repair at the system and component levels. PR: ELEC 1100.

AVIO 2200. Electronic Flight Management Systems three hours

This course introduces the student to the principles of operation of various Flight Management Systems including: auto-pilot, automatic test equipment (BITE), EICAS, and on-board flight management computers. PR: AVIO 1110, ELEC 1100.

AVIO 2202. Instrument Landing Systems three hours

This course introduces the student to the theory of operation, troubleshooting and operational checks of instrument landing systems. PR: AVIO 1102.

AVIO 2204. Aircraft Navigation Systems three hours

This course focuses on flight navigation equipment used in modern aircraft. The course will introduce the student to the operating principles, components and troubleshooting procedures for navigation systems. PR: AVIO 1102.

AVIO 2206. Aircraft Communication Systems three hours

This course introduces the student to the theory of operation and "Black Box" level maintenance of airborne communications equipment including VHF/HF radios, antennas, interphones, P.A. systems and passenger entertainment systems. PR: AVIO 1102.

AVIO 2208. Avionics Maintenance Practices two hours

This course introduces the Avionics student to the fundamentals of aircraft maintenance with the emphasis on developing manipulative skills.

AVIO 2209. Aircraft Pulse and Radar Systems three hours

This course examines aircraft pulsed microwave systems including weather radar, distance measuring equipment (DME), and ATC transponder systems. PR: AVIO 1102.

AVIO 2210. FCC License Preparation two hours

This course prepares the student to successfully complete the Federal Communication Commission's General Radio-Telephone License. PR: AVIO 1102.

Biology
(College of Science and Technology)

BIOL 1104. Biosphere four hours

This course focuses on Earth's living systems. The major topics to be explored include biodiversity and populations (including evolution and systematics), ecosystems (nutrient cycles, trophic levels, biomes), and organisms (including life cycles, genetics, cells, and adaptations). The course included integration of basic clemistry and atmospheric science. Four hours of lecture/discussion/activities per week. For Elementary Education majors only.

BIOL 1105. Biological Principles I four hours

This introductory course in cellular biology emphasizes the organization and functions common to all living cells. The major topics to be explored include cell organelle structure and function, the molecular basis of cell energetics, the cell cycle, and basic molecular biology of the cell. Three hours of lecture and one three-hour laboratory per week. PR: A score of 21 or better on the ACT Science Reasoning section or Human Biology with a "C" or better. Fall only.

BIOL 1106. Biological Principles II four hours

This introductory course in population biology explores the organization and function of populations including reproduction and transmission genetics, patterns and mechanisms of evolutionary change, and the fundamental concepts of ecology. Three hours of lecture and one three-hour laboratory per week. PR: A score of 21 or better on the ACT Science Reasoning section or Human Biology with a "C" or better. Spring only.

BIOL 1170. Anatomy and Physiology three-four hours

Examination of the architecture of cells, tissues, organs, and organ systems relationships which interact in the process leading to the total function of the human being. This examination will include a detailed study of the digestive, respiratory, excretory, nervous, reproductive, and endocrine systems as well as their interactions. Three hours lecture and one two-hour lab per week. The course is designed for the Allied Health Programs and will not count as an elective toward any biology degree requirements. The three (3) hours option is open only to students in certain designated programs who will not take the lab.

BIOL 1199. Special Topics in Biology one-four hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the Department chair. Credits earned will be applicable as free electives in degree and certificate programs.

BIOL 2202. General Botany four hours

The first part of this course will consist of a survey of the plant kingdom, including the fungi kingdom and selected groups of plant-like protists and bacteria. In the second part, the structure, development, and physiology of angiosperms will be examined. Three hours of lecture and one three-hour laboratory per week. PR: BIOL 1105 and 1106 with a "C" or better. Spring only.

BIOL 2203. General Zoology four hours

A survey of the animal kingdom, this course emphasizes selected invertebrates and vertebrates. The focus will be on diversity and the significance of evolutionary changes. The basic concepts of morphology, anatomy, physiology and behavior as they affect the ecology of the animal will be investigated. Three hours of lecture and one three-hour laboratory per week. PR: BIOL 1105 and 1106 with a "C" or better. Fall only.

BIOL 2205. Technical Microbiology four hours

Designed for the Allied Health Programs to emphasize the history of microbiology, microbial morphology and structure; microbial growth and physiology; environmental effects on bacteria; inhibition and killing of bacteria; virulence, pathogenicity, and invasiveness of microbes; modes of disease transmission; resistance and immunity; and techniques of isolation; handling, culturing, identifying bacteria and the inhibition of bacteria. Safety, cleanliness, and responsibility are taught in the laboratory. Three hours of lecture and one two-hour lab per week. BIOL 2224 will not substitute for BIOL 2205 or vice versa. Spring only.

BIOL 2224. Microbiology four hours

In this course microorganisms (primarily bacteria) will be viewed from several perspectives; as pathogens, as components of ecosystems, and as components of industrial processes. Techniques for culturing and identifying bacteria will be presented. Opportunities for students to design and conduct laboratory exercises will be included. Three hours of lecture and one three-hour laboratory session per week. PR: BIOL 1105 and 1106 with a "C" or better, and CHEM 1105.

BIOL 2285. Tropical Studies four hours

Students investigate the biodiversity of the Neotropics and its importance to global health. Special emphasis is placed on the fundamental dynamics operating in tropical forest ecosystems, and the impact that humans have on the health of these systems. Students participate in an eight to ten day intensive field experience in Costa Rica, exploring its rich and varied habitats, including cloud forests, lowland rainforests and agricultural systems. Class meets four hours per week, with travel to Costa Rica. Students pay the expenses for travel. PR: BIOL 1105 and 1106, or consent of instructor.

BIOL 3306. Fundamentals of Ecology four hours

This course explores the fundamental principles of modern ecology: the patterns and processes operating in populations, communities, and ecosystems. Population growth and regulation, energy flow, population interactions and nutrient cycling will be emphasized. Students will learn quantitative methods, use field techniques, and practice the scientific method. Three hours of lecture and one three-hour laboratory per week. PR: BIOL 2202 and 2203, with a "C" or better, and CHEM 1105 and 1106. Fall only.

BIOL 3312. Advanced Botany I four hours

This course provides an in depth study of the plant kingdom. Primary emphasis is placed on understanding the structural characteristics, evolutionary relationships, and ecological distribution of plants. Three hours of lecture and one three-hour laboratory per week. PR: BIOL 2202 with a "C" or better. Fall, even years.

BIOL 3315. Invertebrate Zoology four hours

Invertebrate Zoology surveys the invertebrate phyla as they have evolved from single cell protists to multicellular chordates. Also considered are the attributes of these organisms that have allowed them to radiate from aquatic to terrestrial environments. Two hours of lecture and two two-hour laboratories per week. PR: BIOL 2202 and 2203 with a "C" or better and CHEM 1113. Fall, odd years.

BIOL 3316. Vertebrate Zoology four hours

An in-depth investigation of the vertebrates, this course focuses on the evolutionary interrelationships among the major vertebrate groups with an emphasis on physiological, morphological and behavioral adaptations, especially as these adaptations influence the ecology of the animal. Three hours of lecture and one three-hour laboratory per week. PR: BIOL 2203 with a "C" or better. Spring, even years.

BIOL 3330. Aquatic Ecology four hours

This course focuses on physical and biological aspects of freshwater lakes and streams, emphasizing the application ecological theory. Lectures will cover lentic (lake) and lotic (stream), wetlands, and groundwater ecology. The laboratories are field oriented and allow students the opportunity to use state of the art instrumentation while applying lessons learned in lecture. Three hours of lecture and one three-hour laboratory per week. PR: BIOL 3306 with a "C" or better and CHEM 1113. Fall, even years.

BIOL 3331. Terrestrial Ecology four hours

This course will start with the foundation from Fundamentals of Ecology and examine more closely the relationships between organisms and their terrestrial environment. A number of different ecological sampling and research methods will be studied and utilized. Three hours of lecture and one three-hour laboratory per week. PR: BIOL 3306 with a "C" or better and CHEM 1113. Fall, odd years.

BIOL 3340. Evolution four hours
This course will be an overview of the principles and applications of evolutionary biology. The major topics that will be explored are history of life on earth, mechanisms of evolution, behavioral ecology, biogeography, molecular evolution, human evolution, and evolutionary medicine. Four hours of lecture per week. PR: BIOL 2202 & 2203 with a "C" or better.

BIOL 3350. Comparative Vertebrate Anatomy four hours
An in-depth exploration of vertebrate morphology, this course emphasizes the evolutionary modifications in vertebrate form that have contributed to the tremendous ecological success of the group. Morphological changes are examined as functional adaptations that have enabled vertebrates to occupy all the varied habitats of the Earth. Topics of study may include the emergence of the jaw and teeth, skull kinesis, the vertebral column, the transition to lung respiration, modes of locomotion, the vertebrate heart and homeothermy, and the vertebrate kidney. Two hours of lecture and two two-hour laboratories per week. PR: BIOL 2203 with a "C" or better.

BIOL 3360. Biochemistry four hours
Biochemistry is a study of general principles of biochemistry including the synthesis and metabolism of carbohydrates, proteins, lipids, and nucleic acids. The course is an integration of theory, concepts, and applications. It encompasses the molecules of life, the dynamic function of biomolecules, the storage and transfer of biological information, and bioenergetics of cells and organ systems. Four hours of lecture per week. PR: CHEM 2202, and either 1) MATH 1185 or 2) MATH 1190. Spring, even years.

BIOL 3368. Animal Physiology four hours
This course explores the fundamental functional processes of animals. Major topics may include energetics, digestion, neurology, endocrinology, immunology, muscle physiology, circulatory physiology, respiratory physiology, osmoregulation and thermoregulation. The emphasis will be on the investigation of physiological processes as evolutionary adaptations. Students will cooperatively design and complete research projects. Three hours of lecture and one three-hour lab per week. PR: BIOL 2203 with a "C" or better, and CHEM 1105 and 1106, and CHEM 1113. Spring, even years.

BIOL 3370. Plant Physiology four hours
Plant physiology is the study of how plants function. Major topics will include transpiration, plant nutrition, photosynthesis, hormone regulation of plant development, plant movement, and responses to environmental stresses. Students will be expected to design and complete physiology research projects. Three hours of lecture and one three-hour laboratory per week. PR: BIOL 2202 with a "C" or better, and CHEM 1105, 1106, and 1113. Spring, odd years.

BIOL 3380. Genetics four hours
This course builds upon genetic principles introduced in Biology 105 and 106. Topics covered include: extensions of Mendelian genetics, gene mapping, chromosomal structure and mutation, DNA replication, mutation and repair, and gene expression and its regulation. Three hours of lecture and one three-hour laboratory session per week. PR: CHEM 105 and 106, and either 1) BIOL 2202 and 2203 with a "C" or better, or 2) a declared major in CHEM or Forensic Science. Fall only.

BIOL 3390. Molecular Biotechnology four hours
This course is a study of the theoretical basis of techniques used in biotechnology, and the application of these techniques to biological research in academic and industrial settings. Three hours of lecture and one three-hour laboratory per week. PR: BIOL 3380, CHEM 2201, and either 1) MATH 1185 or 2) MATH 1190. Spring only.

BIOL 4420. Developmental Biology four hours
This course contains a detailed study of gametogenesis, fertilization, and embryonic development patterns of organisms. The role of gene expression in these events will be emphasized. Three hours of lecture and one three-hour laboratory per week. PR: BIOL 2202 and 2203 with a "C" or better. Spring, odd years.

BIOL 4485. Senior Seminar two hours
This culminating and evaluative experience requires students to utilize their knowledge of biology, as well as their analytical and critical thinking skills acquired in previous courses to explore important topics in the biological sciences in a cooperative learning environment. Students will be expected to read, interpret, moderate discussions and formally present information from current research and review papers to an audience of their peers and biology faculty. Two hours of class meeting per week. PR: Senior standing. Spring only.

BIOL 4495. Problems in Biological Sciences two hours
This course is designed for students who have interest in a specific problem in biology. It should not be used as a means of meeting requirements but rather as a research course that goes beyond the usual courses in developing the student. PR: 20 hours of biological courses and consent.

Business Administration
(School of Business)

BUSN 1102. Introduction to Business three hours
This entry-level course helps the student when choosing a major. The course is a survey of the various fields of business designed to acquaint the student with the basic principles, practices, and employment opportunities of each field.

BUSN 1141. Business Mathematics three hours
This course is designed to provide knowledge and skill in the computation of the practical problems of business. The course content is an introduction to procedures in the fields of accounting, business finance, marketing, and related business subjects. This course does not meet the Liberal Studies math requirement. Juniors and seniors in any four-year Business major are not permitted to take this class unless it is specifically required in the major.

BUSN 1199. Special Topics in Business one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's Head. Credits earned will be applicable as free electives in degree and certificate programs.

BUSN 2205. Small Business Fundamentals three hours
An introductory course designed to familiarize students with small business dynamics. Students analyze personal strengths and weaknesses relative to launching an entrepreneurial career. Attention is given to planning, financing, starting, and managing a new business.

BUSN 2251. Corporate Communications three hours
This course focuses on writing effective business correspondence including letters, memos, and e-mail messages. Interpersonal communications in the workplace are also addressed. This course also deals with the preparation and presentation of professional reports. The various forms of communication necessary for job hunting, including resumes and application letters, are also integrated into the course. PR: ENGL 1104

BUSN 3300. Entrepreneurship three hours

An applied course designed to simulate the experiences that entrepreneurs undergo in conceiving, evaluating, launching, and operating a new business venture. The course allows students to examine an entrepreneurial career for themselves. The major project involves preparing and presenting a business plan on a potential new business venture. PR: BUSN 2205.

BUSN 3306. Business Law I three hours

A study of the nature and function of our legal system, courts, and procedures, including the law of contracts and sales.

BUSN 3307. Business Law II three hours

Continuation of 3306. Substantive law of corporation, commercial papers, agency, partnership, and the legal basis of property as applied to business situations. Business 3307 will not satisfy three hours requirement in the teaching fields in Business Education. PR: BUSN 3306.

BUSN 3310. Business and Economic Statistics three hours

The course provides students with an introductory survey of business statistics. It covers three main units: descriptive statistics and data analysis, foundations of inference, and inferential statistics. PR: Completion of the general studies math requirement.

BUSN 3315. Venture Finance three hours

This course is a study of capital markets and sources with particular emphasis on the development of skills and resources required to obtain the financial capital for financing entrepreneurial ventures. Major topics include attracting seed and growth capital from sources individuals, venture capitalists and institutional financiers, such as commercial banks as well as investment bankers. Case analyses present various ways that entrepreneurial companies have creatively identified, negotiated, and structured financing. Students will prepare a financial proposal for the funding of an entrepreneurial venture. PR: BUSN 2205.

BUSN 3319. Employment Law three hours

This course explores the relationship between employer and employee. It covers a mixture of contract, tort, criminal, and administrative law. Study will include the statutory and common law rules governing the establishment and termination of the employment relationship and regulating the conditions of employment. This course is designed to develop understanding of the major areas of modern employment law so that students can apply the principles as an employer or an employee. PR: BUSN 3306, 3307 or Consent of Instructor.

BUSN 3320. International Business three hours

This course is an introductory course to international business, designed to expose students to the nature of international business and the cultural, social, political, economic and technological forces that make up its environment. The importance of international trade and organizations, as well as the international monetary system and their impact on businesses, current international business developments, projected long-term global trends, unique opportunities, problems, ethical issues, characteristics and demands facing entrepreneurs and business personnel engaged in international business will be studied.

BUSN 3325. Women and Work three hours

This course will analyze the social organization of women's work in the United States today and as it has changed over time. The course will examine the relationship between women's socialization, sense of self, family roles, and the social, economic, and political forces which shape women's work. Topics will include affirmative action and comparable work, unionization, sexual harassment, and traditional and nontraditional roles.

BUSN 3340. Advanced Business Law for Managers three hours

Survey of legal problems encountered by finance executives, certified public accountants, and entrepreneurs, including secured transactions, bankruptcy, partnership, corporations, contracts, antitrust, and SEC law. PR: BUSN 3306, 3307, or Consent of Instructor.

BUSN 3399. Special Topics in Business one-six hours

Advanced studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School Head. Credits earned will be applicable as free electives in degree programs.

BUSN 4405. Entrepreneurial Leadership three hours

The latest concepts and applications in entrepreneurial leadership will be the focus of this course. Its content will therefore vary each semester to provide the student with exposure to the most recent developments in this area. Critical leadership, ethical and information-age challenges are examined to facilitate successful entrepreneurial endeavors. Students are involved in a variety of activities emphasizing integration of entrepreneurial topics in work and life. Discussion, role play, case study analysis, and small group learning will be used. PR: BUSN 2205, 3300; or Consent of Instructor.

BUSN 4408. Business and Economics Field Studies three hours

This field experience designed for business majors, actively engages students in a monitored work experience related to their major. Students may work independently or in teams, with guidance from a supervising faculty member on a specific project that benefits both the student(s) and the participating business. PR: consent of Instructor with approval of the School Chair.

BUSN 4410. Enterprise Development three hours

This is a capstone course whereby students continue to develop and refine their business plan or begin actual operation of their business venture. Students are expected to participate in the daily operation of their enterprise and report to the faculty facilitator on a regular basis. This course is offered on a credit/no credit basis. PR: BUSN 3300, 3315, 3340; or Consent of Instructor.

BUSN 4415. Strategic Management and Policy three hours

This course is designed to allow the student to integrate the concepts and principles offered in the various disciplines of study within the School of Business. Through the process of case analysis, students will enhance their analytic and problem-solving skills by formulating the policies and strategies that are used in modern business organizations. PR: ACCT 2201, 2202; FINC 2201; MGMT 2209; MKTG 2204; and Senior Standing.

BUSN 4420. Business and Society three hours

A course designed to develop in the student an appreciation of the societal and ethical issues facing businesses and managers today and to examine the influence these issues have on management decisions. PR: ECON 2202, BUSN 3307, Jr. standing, or permission of the instructor. Students must be enrolled in a B.S. in Business Administration major.

BUSN 4440. Hospitality Management Internship

This internship course is designed as a learning experience which requires the integration of foodservice and business theory with actual job experience in a hospitality management related work environment. The student must be enrolled in the four year Hospitality Management program. The employer is responsible for evaluating and reporting the development of the student PR: Consent of Instructor with approval of School Head. Graded Credit/No Credit.

BUSN 4450. Business and Economics Internship three-twelve hours

This business internship is designed to provide the business major with supervised work experience in a sponsoring organization. The student is expected to complete a minimum of 120 hours in a meaningful and challenging position. PR: Consent of Instructor with approval of School Head. Graded Credit/No Credit.

Business Education
(School of Business)

BUSN 1199. Special Topics in Business Education one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School Head. Credits earned will be applicable as free electives in degree and certificate programs.

BUSN 4431. Methods and Materials in Teaching Business Education three hours

This course addresses teaching strategies for communication-related, computation- related, information-processing and basic business skills. A brief overview of business education at all levels and the professional role of the business teacher are addressed. Fall Semester Only.

*Note: For other courses related to this subject matter area, refer to the section entitled Office Administration.

Chemistry
(College of Science and Technology)

CHEM 1101. General Chemistry I four hours

This course is a study of the theoretical concepts needed to understand typical chemistry phenomena. The concepts include the nature of science, matter and measurements, the stoichiometry of chemical reactions, solutions and the calculation of concentration, energy relationships in chemistry, modern atomic theory, chemical bonding and molecular structure, and the classification of reactions. Three lectures and one three-hour laboratory per week. PR: One year of high school algebra and a ACT MATH score of 19 or Elementary Algebra 0095.

CHEM 1102. General Chemistry II four hours

This course is an extension of Chemistry 1101. It covers acid-base theory, chemical equilibrium, oxidation-reduction, and an introduction to organic chemistry which includes the various classes of organic compounds, their nomenclature, structure, properties and reactions. The synthesis of polymers and their uses are included. The course consists of three hours lecture and one three-hour laboratory per week. PR: CHEM 1101. Spring only.

CHEM 1105. Chemical Principles five hours

This course and the following one, Chemistry 1106, constitute an introduction to modern chemistry and its applications to society, including structure, nomenclature, properties and simple reactivity of inorganic and organic chemicals, descriptive chemistry, periodic properties, spectroscopy, stoichiometry involving solids, gases and solutions, basic thermodynamics, chemical equilibrium (acid/base and solubility), introductory kinetics, biochemistry, electrochemistry and nuclear chemistry. Four hours of lecture and one 3-hour laboratory per week. PR: One year of high school algebra and an ACT MATH score of 20 or CHEM 1101 with a grade of "C" or better.

CHEM 1106. Chemical Principles II four hours

Continuation of CHEM 1105. Three hours of lecture and one 3-hour laboratory per week. PR: CHEM 1105. Spring only.

CHEM 1113. Practical Scientific Statistics with a Spreadsheet one hour

Designed for students in any scientific field, this self-paced, on-line course covers the basics of analyzing scientific data sets with statistics. Topics include error propagation, median, mean and standard deviation, t-test, q-test, hypothesis testing, linear regression analysis, creation of appropriate graphs and use of calibration curves. Three on-campus couse meetings are required. Offered every spring. PR: ACT MATH of 20 or completion of MATH 1112 or BIOL 1105 or CHEM 1105 or PHYS 1101. Spring only.

CHEM 1199. Special Topics in Chemistry one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the Department chair. Credits earned will be applicable as free electives in degree and certificate programs.

CHEM 2201. Organic Chemistry I four hours

This course is a systematic study of organic chemistry with emphasis on kinetic behavior, reaction mechanisms and structural relationships. It includes the study of all major classes of organic compounds and functional groups. The course consists of three hours lecture and one three-hour laboratory per week. PR: CHEM 1106. Fall only.

CHEM 2202. Organic Chemistry II four hours

This course is a continuation of Chemistry 2201 and consists of three hours lecture and one three-hour laboratory per week. PR: CHEM 2201. Spring only.

CHEM 2205. Analytical Chemistry four hours

Classical methods of chemical analysis with emphasis on quantitative techniques. Also includes theory of acid-base, precipitation and oxidation methods, molecular structure, and an introduction to electrochemistry and spectroscopy. Three hours of lecture and one 3-hour laboratory per week. PR: CHEM 1106 and CHEM 1113. Fall only.

CHEM 2215. Intermediate Instrumental Analysis four hours

A continuation of Chemistry 2205, this course includes the study of the basic concepts of instrument design and construction, operation of chemical instrumentation, use of standard procedures of analysis including forensic and environmental methods, and method development for specific analyses. Spectroscopic, chromatographic and electrochemical methods of analysis are included. The course consists of two hours of lecture and one four hour laboratory per week. PR: CHEM 1106, 1113.

CHEM 3301. Physical Chemistry I four hours

This course consists of a rigorous treatment of chemical kinetics and thermodynamics based on calculus and physics. The application of partial differentiation and mathematical software to chemical problems is specifically addressed during this course. The course consists of four lecture hours per week. PR: CHEM 2201, 2205, PHYS 1102 or 1106, MATH 1185 or 1190.

CHEM 3302. Physical Chemistry II four hours

This course deals with the development of quantum chemistry. Elements of linear algebra, differential equations, and mathematical software will be applied to chemical problems. The course consists of four lecture hours per week. PR: CHEM 2202, 2215, 3301, MATH 1186 or 3315. Spring only.

CHEM 4401. Independent Study one-three hours
Students elect to learn about a topic not covered in the regular curriculum, or in greater depth than usual, under the supervision of a faculty member. PR: Consent of instructor.

CHEM 4402. Internship one-three hours
Students undertake a practical work experience with oversight from the chemistry department. At least two hours work experience are expected for every credit. A paper describing the experience is required. PR: Consent of instructor.

CHEM 4403. Independent Research one-three hours
Independent research under the direction of a faculty member. Course is repeatable for a total of 3 times. At least two hours in the laboratory are expected for every credit. A paper describing the research is required. PR: Consent of instructor.

CHEM 4405. Advanced Integrated Laboratory one-two hours
This variable-credit, repeatable course, taken during the junior and senior years, provides a capstone experience in the chemistry laboratory. Students learn to integrate the skills required of practicing chemical professionals. They synthesize and characterize organic and inorganic compounds, learn the use, design and limitations of modern computer-controlled chemical instrumentation, study spectroscopy, reaction rates and chemical equilibria, and perform computations on chemical systems. Over the course of four semesters (including at least 7 credits), students become increasingly responsible for independent design of experiential procedures. Written and oral communication skills are stressed throughout the sequence. The course consists of two laboratory hours per week for every credit hour. PR: CHEM 2201 and 2205.

CHEM 4450. Advanced Inorganic Chemistry three hours
This course consists of an advanced study of inorganic reactions, coordination compounds, and theories based on quantum mechanical principles. The course consists of three lecture hours per week. PR: CHEM 3302. Fall only.

CHEM 4455. Advances in Modern Chemistry three hours
An advanced class on current topics in the field of chemistry, covering a wide range of subjects including analytical, organic, inorganic, biological and physical chemistry. Course discussions are based on recent papers from the scientific literature. Students present a public seminar on a topic from the chemical literature as a captstone experience in this course. Three lecture hours per week. PR: CHEM 3302 or CR: CHEM 3302.

Civil Engineering Technology
(College of Science and Technology)

CIVL 2200. Introduction to Surveying three hours
This course will provide students with an introduction to surveying. Topics will include theory of linear distance measurement, proper note keeping, transit/tape surveying techniques, leveling procedures, measurement of horizontal and vertical angles, stadia, bearings and azimuths, rectangular coordinates, topography, and mapping techniques. Students will learn to use all types of surveying equipment including levels, transits, theodolites, total stations, and Electronic Distance Measurements (EDM) devices. CR: MATH 1101 or consent of instructor.

CIVL 2210. Light Construction four hours
Practices utilized in the erection of residential and industrial buildings with technical information involving problems from ground to roof.

CIVL 2220. Construction Materials and Methods four hours
Identification, properties and standard test methods for steel, concrete, timber, masonry products, bituminous products, soils, aggregate. Heavy construction methods are also discussed. PR: CIVL 2210, MATH 1101, or consent of instructor.

CIVL 2230. Construction Estimating three hours
This course covers construction cost estimating techniques for various types of construction projects. Included are certain interrelated topics, such as: production, bidding and specifications as they affect the contractor during the cost estimating process. PR: CIVL 2220, INFO 1100 or consent of instructor.

CIVL 2240. Construction, Land and Route Surveying three hours
This course will provide students with an introduction to construction surveying, land surveying, and route surveying. Topics will include horizontal and vertical control, building location and layout, pipeline layout, construction staking procedures, earth quantity measurements, triangulation, horizontal and vertical curves, plan and profile, area and cross sections, volume calculations, mass diagrams, boundary control, and deed descriptions. PR: CIVL 2200, INFO 1100.

CIVL 2275. Civil Engineering Graphics three hours
This course will provide students with an introduction to computer- assisted civil engineering drafting and design. Includes coverage of graphics techniques, drawing organization, dimensioning, orthographic projection, and specific applications of civil engineering drafting and design. Typical applications will include coordinate geometry, contours, topics in highway design, concrete, steel and structural wood drafting. PR: DRAF 2200.

CIVL 2280. Environmental Engineering Technology I three hours
This course is designed to serve as an introduction to environmental engineering technology. The course will provide an overview of the environmental field including laws and regulations, water quality, hydraulic and hydrologic fundamentals, water and wastewater treatment, groundwater contamination, and solid waste management. PR: CHEM 1101. CR: TECH 2290 or MATH 1185.

CIVL 2290. Introduction to Structures three hours
This is an introductory course related to structures, their analysis, and design. This course will provide an elementary overview of the analysis, design, and detailing of steel and wood structures with emphasis on steel. Course coverage will include design of beams, columns, and connections. PR: MECH 2200.

CIVL 3305. Hydraulics and Hydrology three hours
This course will introduce students to hydraulics and hydrology. Topics in hydraulics will include closed conduit flow, networks, reservoirs, hydraulic machinery, pumps in series and parallel, and hydraulic structures. Topics in hydrology will include statistics and probability, hydrologic cycle and data, open channel flow, flood control and discharge, and culvert and detention pond design. PR: INFO 1100, TECH 2290 OR MATH 1185, CIVL 2280 or consent of instructor.

CIVL 3340. Introduction to Soil Mechanics four hours

This course provides students with an introduction to soil mechanics including soil origin and composition, index properties and classification, permeability, capillary, seepage, drainage, frost heave, combined stresses, total and effective stresses, compressibility, and consolidation. PR: MECH 2200, CIVL 2280, or consent of instructor.

CIVL 4400. Highway Design and Transportation three hours

This course covers basic transportation theory and design including parametric statistics, traffic flow, capacity, level of service, pavement design and geometric design. PR: TECH 2290 OR MATH 1185, CIVL 3340, or consent of instructor.

CIVL 4410. Advanced Structural Analysis three hours

This course provides an analysis of structures including cables, beams, columns, trusses and frames. Also included is buckling, shear, moment and deflection in statically determinate structures. PR: CIVL 2290, TECH 3300 OR MATH 1186. Baccalaureate Majors Only.

CIVL 4420. Construction Planning and Administration three hours

Introduction to construction management. Topics include construction planning and scheduling, economics, contracts, administration, health and safety, productivity, and performance. PR: CIVL 2230.

CIVL 4440. Structural Design three hours

A continuation of CIVL 2290 with more in-depth design of reinforced concrete and steel structures. PR: CIVL 2290.

CIVL 4450. Structures three hours

Introduction to the structural design of typical building components using steel, timber, and concrete. The course will include design of laterally supported and unsupported beams, one and two-way slabs, columns, beam-columns, tension members, connections, and wall and column footings. PR: CIVL 2220, MECH 2200.

CIVL 4460. Environmental Engineering Technology II three hours

This course will cover theories and practices in water and wastewater treatment systems including physical, chemical and biological treatment processes. Other topics covered include surface water quality characteristics, modeling, and permitting. PR: CIVL 2280 and TECH 3000. Baccalaureate Majors Only.

CIVL 4470. Advanced Soil Mechanics and Foundation Design three hours

This course is a continuation of CIVL 3340 and includes shear strength, laboratory and field test methods and their use in design. Other topics include an introduction to shallow and deep foundations to include bearing capacity and settlement analysis, the study of earth pressure for use in design of retaining walls, sheet piles, and excavating bracing, and an introduction to earth structure design and slope stability analysis. PR: CIVL 3340. Baccalaureate Majors Only.

Computer Science
(College of Science and Technology)

COMP 1100. Concepts of Computing three hours

This course provides an overview of use and capability of computer hardware and software. Computer terminology and an understanding of similarities and capabilities of application software are emphasized. Developing skill in using specific applications is not the primary emphasis of the course. Included is (1) a discussion of the components of a current computer system and how they interact, (2) an introduction to a small variety of application software with emphasis on similarities of the applications, (3) data transfer between applications, copying files, downloading and uploading, (4) troubleshooting techniques for hardware and software problems, and (5) a discussion of computer programming. Classes will meet in a computer lab several times during the course as software is introduced. Assignments will include projects requiring use of the applications and a project involving the writing of an elementary program.

COMP 1101. Applied Technical Programming three hours

This course will provide an introduction to the BASIC programming language as well as familiarity with microcomputer hardware and operating system commands. Several short programming projects will be assigned. The emphasis of the projects will be technological applications. This course may not be substituted for either COMP 1100 or 1102. PR: MATH 1101.

COMP 1102. Principles of Programming I three hours

This course is a study of the foundations of software development. Students are introduced to computer organization, data representation, the software development cycle, and programming concepts including control structures, functions, elementary data structures, and text file processing. Programming projects in the language C++ are assigned to provide students with experience in software development. PR: MATH 1111 OR high school algebra I and II with a Math ACT score of 21.

COMP 1108. Principles of Programming II three hours

This course is a continuation of Computer Science 102 and covers storage classes, structures, pointers, dynamically allocated lists, non-text files, and concepts of OOP (Object Oriented Programming) including objects and classes, encapsulation, inheritance, and polymorphism. Projects in the language C++ are assigned to provide students with experience implementing larger multi-part applications using the aforementioned concepts. PR: COMP 1102.

COMP 1199. Special Topics in Electronic Data Processing one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

COMP 2200. Principles of Programming III three hours

This course is a continuation of Computer Science 1102 and covers storage classes, structures, pointers, dynamically allocated lists, non-text files, and concepts of OOP (Object Oriented Programming) including objects and classes, encapsulation, inheritance, and polymorphism. Projects in the language C++ are assigned to provide students with experience implementing larger multi-part applications using the aforementioned concepts. PR: COMP 1108.

COMP 2201. Machine Organization three hours

This course offers the student a better understanding of how programs are executed by the hardware. Assembly language instructions, data representation, subroutine calling conventions, BIOS and DOS service routines, interrupt handling, and commu-

nication between hardware devices are covered. Programming projects are assigned to exemplify the topics covered in class. PR: COMP 1108.

COMP 2215. Software Design and Development with Ada three hours

This course provides an introduction to software design concepts including modularity, abstraction, problem specification, and design and verification of software. Projects are assigned to illustrate the software development concepts as well as the special features of the Ada programming language including generic packages and tasking. PR: COMP 1108.

COMP 2230. Java and Internet Applications three hours

This course provides an introduction to programming in a hardware-independent language. Students will develop applications which can be downloaded from the Internet without risk to the recipient's system. Topics include basic Java syntax, object oriented programming from a lava perspective, graphical interface components, exception handling, multi-threading, files and streams, display of multimedia images and animation. Programming projects are assigned to illustrate these concepts. PR: MATH 2216 and COMP 2270.

COMP 2240. Operating Systems three hours

This course is an introduction to operating systems principles and operation. Topics include the function and operation of the major areas of the operating system such as user interfaces, process control, primary and secondary memory management, I/O, controls, concurrent processes, and security issues. A course project will include configuring a computer for a dual operating system environment with partitions for both a Windows operating system and a UNIX/Linux-variant operating system. PR: COMP 2270 and COMP 2201.

COMP 2270. Data Structures, Algorithms and OOP I three hours

This course reviews OOP (Object Oriented Programming) concepts adding more depth, and begins a formal study of data structures including stacks, queues, and trees. Basic analysis of the algorithms pertaining to these structures is covered, along with Big-O notation. Programming projects are assigned which declare abstract list classes from which descendant classes are created to manipulate stacks, queues and trees. This course meets three hours per week for lecture with an additional hour per week arranged. PR: COMP 2200, MATH 1170, and 2216.

COMP 3300. Computer Graphics three hours

This course provides an overview of interactive graphics programming. Topics include the design of a simple graphics package, interactive devices and techniques, geometrical transformations, and viewing in three dimensions. Representation of three dimensional shapes is also developed. PR: COMP 2270 and MATH 1190.

COMP 3305. Student Consulting one hour

The student consultant will provide program consulting for students enrolled in introductory computer classes. This service will be performed in the computer terminal room of the Computer Center Lab for three hours each week of the semester. The service will be restricted to assistance with terminal operation and programming problems that involve system software, language syntax, or interpretation of diagnostic messages. PR: Departmental consent.

COMP 3310. Artificial Intelligence three hours

This course is an introduction to AI techniques, using a symbolic or logic-based programming language. Topics covered include knowledge representation, heuristic search, natural language processing, game playing, theorem proving, and expert systems. Programming projects are assigned to illustrate these concepts. This course meets three hours per week for lecture with an additional hour per week arranged PR: COMP 2270 and either MATH 2200 or Consent of Instructor.

COMP 3320. Fundamentals of Computer Security three hours

This three semester-hour course provides an introduction to the fundamentals of computer security. Topics to be covered in the course include: access control, physical security, hacking, malicious code, intrusion detection, vulnerability assessment, countermeasures, network architectures, firewalls, network security, cryptography, forensics, certification and accreditation, and legal and ethical issues. The course consists of three hours of lecture and two hours of lab per week. PR: COMP 1102.

COMP 3370. Data Structure, Algorithms and OOP II three hours

This course is a continuation of Computer Science 1102 and examines additional data structures, such as Graphs, Networks, and Hash Tables. Basic analysis of various algorithms pertaining to these structures is covered. The use and extension of existing object libraries is studied, with an emphasis on programming for a GUI environment. Projects which illustrate these topics are assigned. This course meets three hours per week for lecture with an additional hour per week arranged. PR: COMP 2270.

COMP 3380. Cryptography in Computer Security four hours

This four semester-hour course provides an introduction to cryptography. Major topics to be covered include: history of cryptography, secret key encryption and public key encryption. A cryptography laboratory will be provided to demonstrate various applications of cryptography such as: digital certificates, digital signatures, IPSec, Kerberos, PGP, PKI, Rijndael, secure e-mail, SSL and TLS. The course consists of three hours of lecture and two hours of lab per week. PR: MATH 1170, 2216 and COMP 3320.

COMP 3390. Network Security Technology four hours

This four semester-hour course combines classroom and laboratory work to explore network security solutions. Commercial-Off-The-Shelf (COTS) network devices such as servers, routers, bridges, switches, hubs, firewalls, scanners, and intrusion detection systems will be configured to demonstrate network security solutions for selected real world scenarios. The course consists of three hours of lecture and two hours of lab per week. PR: COMP 2240, 3320, and INFO 2250.

COMP 3395. Legal and Ethical Issues in Computer Security three hours

This three semester-hour course provides an introduction to various legal and ethical issues related to computer security. Topics to be covered include: privacy rights, intellectual property rights, electronic transactions and liabilities, hacking, computer crime, encryption policies, offensive speech, anonymity, employee monitoring and e-mail policies, censorship, AI/expert systems, codes of ethics (ACM, IEEE, ISC(2) and NSPE), and political freedom. PR: COMP 3320.

COMP 4410. Data Base Management three hours

The primary emphasis of this course is creation of a program which implements a query language. The project includes subroutines for scanning, manipulating a data dictionary, and performing queries and updates. Familiarity with data base terminology is also developed. PR: COMP 2270.

COMP 4415. Vulnerability Assessment four hours

This four semester-hour course provides theoretical and practical instruction for assessing computer vulnerabilities and coun-

termeasures. Topics to be covered include: firewalls, hacking, intrusion detection, incident response, penetration testing, and security policies. The laboratory portion of the course will provide hands-on experiments connected with various vulnerability assessment and countermeasures topics. The course consists of three hours of lecture and two hours of lab per week. PR: COMP 3390.

COMP 4420. Selected Advanced Topics three hours
Current topics of interest in computer science are addressed in this course. The topic to be covered will be selected by the instructor and approved by the School's chairman. PR: COMP 3370 or COMP 2240.

COMP 4421. Computer Science Special Project three hours
Each student enrolled in this course will independently develop a project under supervision of the instructor. The project will be a practical application of computer science. The student and instructor will agree on the nature of the project necessary to satisfy the course requirement. PR: Consent of instructor.

COMP 4495. Computer Security Internship three hours
This three semester-hour course allows students to obtain real-world computer security work experience, via an internship, with either a national high technology company or a local West Virginia high technology company. PR: COMP 3395 and COMP 3390, or consent of instructor and approval by the School Chair.

Criminal Justice
(College of Liberal Arts)

CRJU 1100. Introduction to Criminal Justice three hours
This course introduces the student to the three principal components of the criminal justice system: law enforcement, judiciary, and corrections. It will examine the history, structure, functions, and issues of each component, and introduce the student to the measurement of crime, criminological theories, criminal law, justice perspectives, and the juvenile justice system.

CRJU 1101. Police Operations three hours
The student will be introduced to the day-to day duties of a police officer. Emphasis will be placed on community and human relations, patrol and traffic functions, order maintenance, report writing, investigations, communications, interviewing, search and seizure, and arrest. Police stress and survival skills will also be discussed.

CRJU 1199. Special Topics in Criminal Justice one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairperson. Credits earned will be applicable as free electives in degree and certificate programs. PR: CRJU 1100.

CRJU 2202. Principles of Criminal Law three hours
Structure, definitions and interpretations of criminal statutes of particular interest. The scope, purpose, and definition of the criminal law in general, including the study of crimes against the person, property, and other offenses.

CRJU 2203. Computer Crime: Legal Issues and Investigation Procedures three hours
This course provides an overview of computer crime and procedures which forensic computing specialists, law enforcement investigators and prosecutors must invoke to successfully prosecute computer criminals. PR: Consent of Instructor.

CRJU 2204. Police Defense Tactics one hour
The student will be exposed to the methods of physical protection, including the techniques of baton use, disarmament, and defense techniques.

CRJU 2205. Natural Resources Laws three hours
A study of the State Natural Resources Laws dealing with the objectives of the Department of Natural Resources, the meaning of these various laws and regulations and the authority granted officers in their enforcement. PR: CRJU 1100.

CRJU 2206. Introduction to Corrections three hours
A survey of the current correctional process in America which includes the origin and legal procedures of the present system and the effects of the system on the individuals as well as on our society. Special emphasis is given to current theories of rehabilitation in the institution and in probation and parole. Emphasis is also given to the administration of the adult and juvenile institutions and the alternatives and future of the present system.

CRJU 2209. Firearms three hours
This course addresses safety precautions, legal provisions, moral aspects, principles of decision shooting, and restrictions in the use of firearms. Nomenclature and the firing process of the sidearm and shotgun will be demonstrated. PR: CRJU 1100.

CRJU 2212. Abnormal Behavior and Crisis Intervention three hours
A study of the recognition and handling of abnormal persons with emphasis on those mental conditions most encountered by the criminal justice practitioner. Methods of crisis intervention, basic conflict management, and referral and diversion will also be discussed. PR: CRJU 1100.

CRJU 2215. Introduction to Private Security three hours
Students will be introduced to the private security industry. The course will analyze the evolution, philosophy, responsibilities, and functions of private security. It will include risk management, occupational safety and health, public relations, and loss prevention measures. The student will examine similarities and differences between private security and public policing. PR: CRJU 1100.

CRJU 2218. Police Administration three hours
This course is a survey of public police administration and includes political influences and controls, principles of leadership, interpersonal and organizational communication, human resource management, labor relations, information systems and applications, planning and decision making, financial management, measurement of productivity, and organizational change. PR: CRJU 1101.

CRJU 2220. Juvenile Justice Process three hours
Definitions of delinquent behavior; contributing social problems; adolescence as a subculture; the adjudication process for juveniles - philosophy and practice; treatment procedures. PR: CRJU 1100.

CRJU 2236. Criminal Investigation three hours
This course will survey the fundamental techniques of criminal investigation. Students will be exposed to the history of criminal investigation and criminalistic, interviewing and interrogation, physical evidence, crime scene procedures, crime analysis, investigation techniques, report writing and case preparation, and courtroom testimony. PR: CRJU 1100.

CRJU 2240. Adjudication Process three hours
Role and structure of prosecution, public defense, and the courts; basic elements of the substantive criminal law; procedural law and its relation to constitutional guarantees. PR: CRJU 1100.

CRJU 2246. Criminal Evidence three hours
Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment; origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies; focus is upon the case study approach. PR: CRJU 1100.

CRJU 2255. Law of Corrections three hours
This course is designed to introduce the student to the concepts of law related to the rights of the accused and convicted in the corrections environment, both pre-conviction and post-conviction, including the constitutional rights of pretrial detainees and prisoners; remedies available for the violation of such rights; potential liability (civil and criminal) of corrections officials for violation of such rights and some practical applications of such principles. The course will utilize the case study method in combination with lectures and readings to achieve the stated goals. PR: CRJU 2206.

CRJU 2256. Homicide Investigation three hours
This course will examine all aspects of performing a thorough and methodical death investigation. The course will address the initial arrival, securing the scene, forensic evidence, follow-up, causes, and motives. Suicides, accidental deaths, natural causes, homicide, serial and mass murder will also be examined. The importance of latent prints, blood spatters, rigor mortis, livor mortis, entomology, bite marks, interrogations and current software to aid in an investigation will be examined. PR: CRJU 1100 and 2236.

CRJU 3300. Criminalistics three hours
Students will study the scientific approach to collecting and analyzing physical evidence. The course will expose the student to the procedures of searching and processing crime scenes for fingerprints, body fluids, glass, fibers, tool marks, ballistics, footprints, and tire impressions. The student will be instructed in the proper methods of preserving and shipping criminal evidence for analysis, the various laboratory techniques used in analyzing criminal evidence, and how expert witness testimony is prepared and presented in court. PR: CRJU 2236.

CRJU 3301. Internet Vulnerabilities and Criminal Activity three hours
This course is designed to provide the student with relevant data concerning vulnerabilities and criminal activity on the Internet. The course will define and describe potential impacts of cyber crime. PR: Consent of Instructor.

CRJU 3304. The Female Offender three hours
This course is designed to introduce the student to the largest growing inmate population in the United States. It will introduce the students to the history of women in prison; the profiles of women entering our penal system; and how the correctional professionals have responded to the unique needs of women in this male-dominant system. This class also examines the effects on our society of incarcerating females, so many of whom are mothers of small children. The course uses a combination of lectures, films, outside readings, and actual visits to facilities housing women inmates. PR: CRJU 2206

CRJU 3305. Changing Roles of Women in Criminal Justice three hours
The course will examine issues concerning women within the contemporary criminal justice system. The course will explore theories and current research of the historical role of women as practitioners, offenders, and victims.

CRJU 3310. Comparative Criminal Justice three hours
The objective of this course is to provide materials that will allow students to understand and respect the institutions and procedures of other countries and to familiarize them with international efforts to control and investigate crime. The study of other countries' criminal justice systems will also provide students with a foundation of knowledge that will lead to an understanding of foreign visitors' and immigrants' world view based on their experiences of criminal justice systems and procedures prior to their arrival in the United States. PR: CRJU 1100

CRJU 3316. Community Relations & Ethics three hours
This course is an analysis of the relationship between criminal justice agencies and the public, and an analysis of professional ethics in the performance of public duties. The course will address problems in citizen relations; treatment of victims, witnesses, and jurors; citizen involvement in the criminal justice process; and resources related to community programming. The student will review corruption, illegal activities, and issues of ethics among criminal justice employees. PR: CRJU 1100, 2206.

CRJU 3320. Criminology three hours
The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies. PR: CRJU 1100.

CRJU 3325. Analysis of Security Operations three hours
This course is designed to assist the student in obtaining an advanced understanding of private and public security. A historical and philosophical perspective will be utilized in order to help students better understand the principles on which private security is founded, risk analysis, physical and procedural controls, and intelligence gathering. Other current security issues will be addressed. PR: CRJU 2215.

CRJU 3330. Group Disturbances three hours
During class discussions, students will explore types of disturbances which occur in the correctional settings and become familiar with strategic planning responses as they apply to the various types of disturbances. The course will utilize video graphics, group discussions, lectures, and site visits to achieve the stated goals. PR: CRJU 2206.

CRJU 3335. Analysis of Police Operations three hours
This is a seminar in major police issues. The topics will vary according to the interests of the instructor and students but will consist of current issues in police operations. Topics may include officer selection and promotion processes, academy and field training, corruption and brutality, minorities and women in police work, crime prevention, community relations, and community policing. The focus will be on determining practical and effective policies and procedures. PR: CRJU 1101.

CRJU 3340. Laws of Arrest, Search & Seizure three hours
This course will deal with constitutional law relating to the police function. Focus will be on the Fourth, Fifth, Sixth, and Fourteenth Amendments, which include reasonable suspicion and probable cause, warrant requirements and exceptions, field stops and interviews, interrogations, right to counsel, pretrial identifications, the exclusionary rule, and due process. There will be detailed discussion on the reasons for constitutional protections to engender an understanding of and respect for the rights of all people involved in the criminal justice process. PR: CRJU 1100, 1101.

CRJU 3350. Group Techniques three hours
The course is designed to instruct the student in the principles of group interactions. This information will directly apply to groups within a prison population with specific information regarding a variety of criminal personalities. PR: CRJU 2212.

CRJU 3355. Analysis of Correctional Operations three hours
Problems of management of the correctional process; programming, security, information systems, reports, case management, evaluation progress; custody and discipline as they relate to rehabilitative efforts; community adjustment facilities; problems of probation and parole. PR: CRJU 2206.

CRJU 3360. Community-Based Corrections three hours
This course is designed to instruct the student in the study of diversion, pretrial release programs, probation, restitution, community service programs, temporary release programs, halfway houses and parole. Emphasis will be placed upon special problems and needs of females, juveniles and drug-and-alcohol-abusing offenders. The preparation of the pre-sentence investigation report will also be covered. PR: CRJU 2206.

CRJU 3365. Licit and Illicit Drugs three hours
This course is designed to instruct the student in the understanding of street drugs and their effects on the individual. The student will also be instructed in the specialized techniques in the drug investigation as well as the legislation that applies directly to the defenses. PR: CRJU 1100.

CRJU 3370. Economic Crime three hours
The course content will provide students with an overview of economic/white collar crime in America. The course will include an examination of definitional problems, difficulties in establishing the scope and extent of economic crime, review of theories of causation, law enforcement effectiveness, efforts of technology, and a number of related topics. PR: CRJU 1100.

CRJU 3399. Special Issues in Criminal Justice three-nine hours
Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty.

CRJU 4401. Independent Study one-six hours
Students involved in this course will conduct surveys and applied research projects as approved and supervised by a Criminal Justice faculty member. PR: Junior or Senior status.

CRJU 4405. Terrorism three hours
A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Criminal Justice or Political Science)

CRJU 4410. Research in Criminal Justice three hours
Interaction of theory, research, and practice in the criminal justice process; purposes and limits of research; introduction to research design, data collection, analytic techniques, data processing resources, and preparation of research reports. PR: Junior or Senior status.

CRJU 4411. Field Practicum three-twelve hours
A supervised professional study conducted in the criminal justice field setting. PR: Junior or Senior status and a 2.5 GPA.

CRJU 4415. Community Policing three hours
The student will be provided a detailed analysis of community policing, which is the dominant philosophy for providing police services in the twenty-first century. The course will include the history of community policing, definitions of "community", current strategies for the implementation of this philosophy, and the impact community policing will have on crime, disorder, and fear. Also included in the course will be a thorough description of the totally new role of a police officer as a Community Policing Officer and the requirements to be successful. PR: CRJU 4101, Junior or Senior status.

CRJU 4425. Evaluation of the Criminal Justice System three hours
This is the capstone seminar in criminal justice with a focus on policy analysis. It will examine controversial criminal justice issues. Topics of study will vary according to the interests of the instructor and students, but they may include capital punishment, gun control, drug policy, crime myths, racism and discrimination in the justice process, white collar crime, and corruption. Students will be required to write a major research paper. PR: Junior or Senior status.

CRJU 4495. Seminars in Criminal Justice Management one-three hours
Workshops designed for personnel staffing management positions in the criminal justice system; focus upon solutions to particular administrative problems. PR: Junior or Senior status.

Drafting
(College of Science and Technology)

DRAF 1100. Engineering Graphics three hours
Basic drawing processes and techniques including freehand lettering, geometric construction, sketching, multi-view and pictorial drawing, dimensioning and sheet layout. Tools, drawing surfaces, computer graphics, and projection theory will be stressed throughout the course.

DRAF 2200. Fundamentals of CAD three hours
This is an introductory Computer Aided Drafting (CAD) course. Software to be covered will be Windows and the use of AutoCAD. The student will learn on a PC workstation and become familiar with plotters and printers. PR: INFO 1100, DRAF 1100 or APPD 1140 or TECH 1104. (Technology Education Majors Only.)

DRAF 2205. Technical Illustration three hours
An introduction to convey information as to the shape, size, and formation of a three dimension object. Areas include technical sketches, drawings, and illustrations for parts catalogues. Content areas include: isometrics, perspectives, three dimensional wire frames, and solid models. Three dimensional rendering will also be explored. PR: DRAF 2200.

DRAF 2215. Architectural Drafting four hours
A comprehensive study of the planning, designing and drawing of a single family residence. Primary considerations include the site, styling, codes, zones and basic construction techniques. Modern house planning results in a complete set of plans and specifications. PR: DRAF 1100 (or two years of high school drafting for Architectural majors only) or APPD 1140

DRAF 2225. Descriptive Geometry three hours
A study of the science of graphic representation and solution of space problems involving points, lines, intersections, parallelism, perpendicularity, revolution, vectors, developments, shades and shadows, conics, and spherical triangles. PR: DRAF 2200.

DRAF 2235. Technical Drafting three hours
This course covers advanced drafting/ design techniques by using a computer graphics workstation. Study will include: industrial detail drawing, electrical/electronics drawing, topographic mapping, pipeline drawing, and production/working drawings. PR: DRAF 2200.

DRAF 2245. Architectural Design three hours
As approach to the development of residential design problems. Sketching, interior perspective and rendered perspective will be covered to prepare interior decoration majors. Content covers: architectural, pictorial and presentation drawings.

DRAF 2255. Tool Design four hours
This course covers the design of tooling, including jigs and fixtures for machine operations such as drilling, reaming, tapping, milling, and turning. Study will include modern tooling techniques, the use of computer graphics, tooling economics, and development of jigs and fixtures that meet ANSI standards. PR: DRAF 2200.

Early Childhood

EC 2240. Introduction to Infant and Toddler Development three hours
This course examines the physical, social, emotional, and ir tellectual development of the infant and toddler. Particular emphasis is placed on the care and development of infants and toddlers. The influence of brain research and theory are studied to see the importance of the beginning growth and development of the infant.

Economics
(School of Business)

ECON 1199. Special Topics in Economics one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's Head. Credits earned will be applicable as free electives in degree and certificate programs.

ECON 2200. Economics three hours
Economics 2200 is as Liberal Studies course for non-business majors. It will provide the student with a broad background in the field. The student will be exposed to micro and macro economic theory and international economics and should develop adequate knowledge to understand the role of economic systems and the application of economic principles in modern society.

ECON 2201. Economic Principles and Problems I three hours
(For those meeting the requirement of six hours in Economics and/ or all School of Business majors)

This course approaches the subject from the point of view of macroeconomics covering the nature and method of economics and describing how the capitalistic system functions. Further study is made of the business cycle, fiscal policy, monetary policy, gross national product, and similar concepts. Some time is devoted to the study of competing economic systems.

ECON 2202. Economic Principles and Problems II three hours
(For those meeting the requirements of six hours in Economics and/or all School of Business majors)

This course is devoted to microeconomics. It follows the analysis of the firm and the decisions made by the managers of the firm. It includes the analysis of demand and supply and price and output determination. It is also concerned with the important problems in the field of economics: monopoly, agriculture, international trade, labor, economic development, and similar problems. PR: ECON 2201.

ECON 3301. Intermediate Economic Analysis: Microeconomics three hours
Consumer demand, the supply function, and market pricing with various degrees of competition oriented to the viewpoint of the individual firm and the industry of which the firm is a part are examined from a theoretical point of view. PR: ECON 2201, 2202.

ECON 3302. Intermediate Economic Analysis: Macroeconomics three hours
National income, as a measure of economic activity, is descriptively and theoretically analyzed. Examination of theories of consumption and investment spending including monetary demand and supply are integrated with current economic problems to explain the level of employment and prices. PR: ECON 2201, 2202.

ECON 3303. Money, Credit, and Banking three hours
An intensive study of money and credit principles with an analysis of their effects upon prices. History of banking, banking principles and practices. PR: ECON 2201, 2202.

ECON 3305. Economics of Labor three hours
A review of labor history with emphasis on the aims and methods of labor organizations, and theories of wages, and the current trends in labor-management relations. PR: ECON 2201, 2202.

ECON 3308. International Economics three hours
This course examines topics relevant to international trade relations, such as the development of modern trade theory, international equilibrium, tariffs, non-tariff trade barriers, trade regulations and policies, and regional trading arrangements. It also covers topics relevant to international monetary relations, such as the balance of payments, foreign exchange rate determination, and international banking. PR: ECON 2201, 2202 or Consent of Instructor.

ECON 4401. Managerial Economics three hours
This course applies economic theories and tools of analysis to decision making within the firm or organization. The topics studied include decision making and risk, estimation of product demand, analysis of production costs, and price determination. PR: ECON 2201, 2202.

ECON 4406. Guided Economic Study one-three hours
Intensive reading, research, and study in current literature and documents in regard to a selected economic problem or group of problems. The field of study will be one in which the student has a special interest. All work will be done individually and the class will be conducted by conferences with each student. PR: 17 hours of Economics, Business, and/or Social Science courses.

Education
(School of Education/Health and Human Performance)

EDUC 1105 Basic Skills for Instructional Support three hours
This course will cover learning strategies and study skills for the para professional, including strategies for remembering infor-

mation, reading and taking notes, interpreting graphic aids, strategies for improving time management, preparing for and taking tests, and finding and using information. In addition, math strategies and learning problems in mathematics, plus reading skills, phonics, sight words, and reading comprehension, will be covered.

EDUC 1199. Special Topics in Education one-twelve hours

The topic to be studied will be determined by the instructor and approved by the Dean of Teacher Education. Credits earned will be applicable as free electives in degree and certificate programs.

EDUC 2200. Introduction to Education three hours

This course provides the teacher candidate with an overview of the profession. Its primary purpose is to provide the student with information prerequisite for formulating an informed career decision and a professional commitment to teaching. It also includes an analysis of the historical, philosophical, and sociological basis for programs, instructional strategies and teaching behaviors in American Education. It is recommended that students take this course no earlier than the second semester of their freshman year.

EDUC 2201. Instructional Technology three hours

This course is designed to introduce teacher candidates (pre K-adult) to computer technology and its applications to the classroom and curriculum. Interactive technology via the computer will be the major focus of the course although other forms of technology, including multimedia, will be explored. Special emphasis will be placed on (1) the customizing of instruction to meet learning styles of a diverse student population, (2) the evaluation of current software applications and (3) the use of the instruction and for required laboratory assignments. PR: EDUC 2200.

EDUC 2202. Human Growth and Development three hours

This course is an analysis of human development from birth through adolescence. The influence of heredity and environment on the development of personality and behavior and their implications for educators is stressed. PR: EDUC 2200 and 2201 (or concurrent enrollment), 32 or more semester hours with a C average. Tine test, criminal background check. PPST must be attempted before enrolling in this course.

EDUC 2202L. Human Growth and Development (Clinical I) one hour

This is a one credit hour lab that must be completed as a clinical experience in the public school setting, or comparable field-based setting. The clinical experience will allow the teacher candidate the opportunity to apply and reflect on their content, professional and pedagogical knowledge, skills, and dispositions in a variety of settings with students and adults. In addition, the teacher candidate will be provided with experiences that allow for immersion in the learning community so that they are able to demonstrate proficiencies in the professional role for which they are preparing. The teacher candidate may observe, assist, tutor, instruct, or conduct applied research in the clinical experience setting. PR: EDUC 2202 or concurrent enrollment.

EDUC 2206 Instructional Support Strategies three hours

This course will cover legislation affecting special education laws and the learning experience, the difference between mainstreaming and inclusion, the IEP, and the self-contained classroom. In addition, implementing effective classroom management will be covered. Behavioral support in a positive learning environment and the role of the family, for encouraging and including parental input in an educational plan will be included.

EDUC 2207 Behavior Support Strategies three hours

This course presents basic principles and practices in the use of applied behavior management with both normal and exceptional learners. Students will be given firsthand experience in using behavior analysis and other behavioral support strategies in field settings.

EDUC 2220. Areas of Exceptionality in Special Education three hours

This course is a guided survey of the areas of exceptionality in the field of Special Education (emotionally disturbed, physically handicapped, speech and language, visually impaired, hearing impaired, mentally retarded, gifted, and learning disabled), and the historical-philosophical and political-sociological foundations related to exceptional children. The laboratory component of the course is designed to give experience in the areas of exceptionality through observation and limited participation in these areas.

EDUC 2225. Computer Education three hours

In this course, students study the history of computers in society and education. The focus of the course is on understanding the theories supporting computer use in schools, the ways computers are used, and the effects of computer-based instruction on student learning.

EDUC 2226. Technology in Instruction three hours

This course prepares the pre-service teacher (K-6) to fully plan, implement, and evaluate statewide technology plans. Contents include technology standards, resources, and planning; online education; and curriculum integration and design.

EDUC 3307. Instructional Technology II three hours

This course prepares the pre-service teacher to utilize school wide classroom technology applications. Hardware, software, advanced applications, computer lab operations, and school wide assistance are the major areas of intent in the course.

EDUC 3317. Specific Learning Disabilities three hours

An overview of the field of Specific Learning Disabilities is offered in this course. It analyzes the definition, characteristics and causes of specific learning disabilities. Emphasis is placed on learning development, specific legislation, programs, contemporary issues, and agencies relating to specific learning disabilities. A laboratory experience assists the student in synthesizing the content of the course. PR: EDUC 2220.

EDUC 3318. Behavior Disorders three hours

An overview of the field of Behavior Disorders is offered in this course. It analyses the definition, prevalence, causes, characteristics, and specific legislation related to behavior disorders. Emphasis is placed on learning development, classroom management, specific legislation, programs, issues, and agencies related to behavior disorders. A field experience assists the student in synthesizing the theoretical and practical content of the course. PR: EDUC 2220.

EDUC 3320. Education of the Mentally Impaired three hours

This course is an analysis of the definition, characteristics, and causes of mental retardation. Emphasis is placed on learning and development, intelligence, specific legislation, programs and the various social agencies related to retardation. A laboratory experience is required. PR: EDUC 2220.

EDUC 3321. Diagnosis, Prescription and Assessment Techniques in Special Education three hours

An in-depth investigation of the diagnostic and assessment

procedures and instruments utilized in the identification and evaluation of exceptionalities is the focus of this course. The laboratory components require involvement in diagnosis and assessment of exceptional children. PR: EDUC 2220, 3317, or 3318 or 3320.

EDUC 3326. Curriculum and Instruction: Core Knowledge and Skills for Handicapped Learners three hours

It applies the theoretical approach to teaching the handicapped learner in grades K-adult. The course prepares the preservice teacher to set appropriate goals and objectives for curriculum and instruction, select materials, methods, and strategies for individual learners; and communicate this knowledge effectively to the student, the professional community (especially regular educators), and parents. PR: EDUC 2220, 3317, 3318, and/or 3320.

EDUC 3330. The Reading Process three hours

This course examines the components of reading with emphasis placed upon word attack skills, reading comprehension and factors which affect reading progress. PR: EDUC 2200, 2201, 2202, 2202L Clinical I.

EDUC 3331. Reading in the Content Areas three hours

This course is a reading methods course designed to provide content teachers with background information and instructional competencies necessary for teaching the reading and study skills essential in learning the concepts of content subjects. This course also provides a rationale and practical applications for integrating instruction in the reading process across all content areas. PR: EDUC 2200, 2202, and 2202L Clinical I.

EDUC 3350. Language Arts/Social Studies in Elementary School two hours

This is a methods course in which prospective K-6 teachers translate the content and skills of language arts and social studies to the developmental levels, prior experiences, intellectual, emotional and social needs, and learning styles of students. Activities focus on the acquisition of knowledge, skills, and attitudes through practice in selecting appropriate content, goals, and strategies for K-6 students and designing effective teaching and evaluation procedures. PR: EDUC 3331; 48 semester hours; 2.75 GPA passing scores on the PPST.

EDUC 3351. Human Exceptionalies & Cultural Diversity three hours

Designed to prepare the teacher candidate to effectively teach the range of students found in the public schools. It provides information about the spectrum of students: those considered disabled, gifted, culturally diverse, and those at risk for school failure. It also presents strategies for adapting instruction to meet the needs of diverse learners. PR: EDUC 3330 and/or 3331, 48 semester hours; 2.75 GPA, passing scores on the PPST; faculty approval of Teacher Education Portfolio.

EDUC 3351L. Human Exceptionalities & Cultural Diversity (Clinical II) One hour

This is a one credit hour lab that must be completed as a clinical experience in the public school setting, or comparable field-based setting. The clinical experience will allow the teacher candidate the opportunity to apply and reflect on their content, professional and pedagogical knowledge, skills, and dispositions in a variety of settings with students and adults. In addition, the teacher candidate will be provided with experiences that allow for immersion in the learning community so that they are able to demonstrate proficiencies in the professional role for which they are preparing. The teacher candidate may observe, assist, tutor, instruct, or conduct applied research in the clinical experience setting. PR: EDUC 3351 or concurrent enrollment

EDUC 3352. Educational Psychology three hours

This course is a representative survey of psychology emphasizing the application of prominent theories as they relate to the teaching-learning process. Teacher candidates will learn to apply their knowledge base with regard to many significant aspects of classroom decision-making, including planning, instructional strategies, student motivation, appropriate assessment, and the management of an effective learning environment. PR: EDUC 3300 and or 3331, 48 or more semester hours, 2.75 gpa, passing scores on the PPST, faculty approval of Teacher Education Portfolio.

EDUC 3352L. Educational Psychology (Clinical II) one hour

This is a one credit hour lab that must be completed as a clinical experience in the public school setting, or comparable field-based setting. The clinical experience will allow the teacher candidate the opportunity to apply and reflect on their content, professional and pedagogical knowledge, skills, and dispositions in a variety of settings with students and adults. In addition, the teacher candidate will be provided with experiences that allow for immersion in the learning community so that they are able to demonstrate proficiencies in the professional role for which they are preparing. The teacher candidate may observe, assist, tutor, instruct, or conduct applied research in the clinical experience setting. PR: EDUC 3352 or concurrent enrollment.

EDUC 3390. Elementary Classroom Organization and Practices four hours

This is the culminating methods course in which teacher candidates make the transition from the college to the public school setting with student interactions between the two in the following general areas; 1) organization, schedules, policy and procedures in a public school setting; 2) planning for instruction within the public school curriculum guidelines; 3) effective management practices within public school policy guidelines; 4) developing, selecting, and administering evaluation/assessment instruments; 5) implementing best practice instructional strategies; 6) communicating effectively; and 7) exhibiting professionalism and reflecting upon the teaching/learning process. PR: 96 semester hours; successful completion of Clinical II; 2.75 GPA overall, in the professional education courses and each teaching field; faculty approval of teacher education portfolio.

EDUC 3395. Secondary Classroom Organization and Practices four hours

This is the culminating methods course in which teacher candidates make the transition from the college to the public school setting with student interactions between the two in the following general areas; 1) organization, schedules, policy, and procedures in a public school setting; 2) planning for instruction within the public school curriculum guidelines; 3) effective management practices within public school policy guidelines; 4) developing, selecting, and administering evaluation /assessment instruments; 5) implementing best practice instructional strategies; 6) communicating effectively; and 7) exhibiting professionalism and reflecting upon the teaching/learning process. PR: 96 semester hours; successful completion of Clinical II; 2.75 GPA overall, in the professional education courses and each teaching field; faculty approval of teacher education portfolio.

EDUC 4446. Applied Practicum: Mentally Impaired and/or Learning Disabled three hours

A field based practicum intended to actively involve the teacher trainee in the application of previously learned concepts about the mentally impaired and/or the learning disabled student. Emphasis is placed on assessment, curriculum, instructional techniques, methodology, modifications and collaboration with regular education. PR: EDUC 2220, 3317, and /or 3318 and/or 3320, 3321, and 3326.

EDUC 4470. Student Teaching in Mental Impairment four hours

A minimum four-week full-time student teaching experience in an appropriate public school setting is required for successful completion of this course. The experience emphasizes application of essential concepts and skills in designing instructional approaches for the mentally retarded. Students will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: All course work in the program.

EDUC 4471. Student Teaching in SLD four hours

A minimum four-week full-time student teaching experience in a fully certified SLD program with a licensed teacher in Specific Learning Disabilities is required. The experience is designed to provide the teacher trainee with the opportunity to blend theory into practice through the application of those skills essential in designing and implementing instructional approaches for Specific Learning Disabled Students. PR: All coursework in the program.

EDUC 4472. Student Teaching: Multi-Categorical four hours

A minimum six week full-time student teaching experience in an appropriate public school setting is required for successful completion of this course. The experience emphasizes application of essential concepts and skills in designing instructional approaches for students with behavior disorders. Students will observe, assist, and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: All Course work in the program.

EDUC 4490. Elementary K-6 Student Teaching/ Clinical III eight hours

Full-time involvement in the teaching-learning process in a public elementary school (K-4/K-6) setting is required for successful completion of this course. Student teachers will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: A letter grade of at least a "C" in EDUC 3390.

EDUC 4495. Secondary/Pre-K-Adult Student Teaching/Clinical III eight hours

Full-time involvement in the teaching-learning process in a public elementary, middle, secondary school setting is required for successful completion of this course. Student teachers will observe, assist and teach under the supervision of a cooperating public school teacher and college personnel. This experience is evaluated on a pass, incomplete, or fail basis and does not affect the grade point average. PR: A letter grade of at least a "C" in EDUC 3395.

Electronics Engineering Technology

(College of Science and Technology)

ELEC 1100. Circuit Analysis I three hours

Introduction to the concepts of voltage, current, resistance, capacitance, and inductance. Also covered are Kirchoff's Laws with applications in basic DC-AC, series-parallel circuits. Basic electromechanical devices and transformers are studied. Co-Requisite: MATH 1101 or 1115.

ELEC 2200. Shop Practices three hours

The student will build a breadboard to be used in subsequent courses. Skills covered in this course include PC board layout and construction, soldering, wiring, component selection, metal fabrication, plastic fabrication, wood fabrication, and general layout procedures. Note: Extra costs are associated with this course. Co-Requisite: ELEC 1100.

ELEC 2210. Circuit Analysis II three hours

Continuation of ELEC 100 including the theory and application of circuit analysis theorems. Also covered are nonsinusoidal waveforms, three-phase circuits, and the use of computers in solving problems. PR: ELEC 1100, MATH 1101 with a "C" or better; Co-Requisite: MATH 1102, COMP 1101.

ELEC 2215. Basic Transistors three hours

Devices studies will include rectifiers, zeners, filters, bipolar transistors and field- effect transistors. The circuitry will include power supplies, the basic amplifier types, multistate amplifiers, power amplifiers, switching circuits, and oscillators. PR: ELEC 1100, MATH 101 with a "C" or better; Co-Requisites: COMP 1101, ELEC 2200 and 2210.

ELEC 2220. Linear Electronics three hours

Study of the basic concepts of linear integrated circuits including OP amps, regulators, comparators, timers, and phase-locked loops. PR: ELEC 2210 and 2215.

ELEC 2230. Digital Electronics three hours

Theory and experimentation with SSI, MSI, and LSI devices and systems including such basic components as gates, flip-flops, counters, decoders, timers, displays, memories, etc., and such systems as thermometers, tachometers, meters, etc. PR: ELEC 2210, COMP 1101, Co-requisite: ELEC 2215 or consent of instructor.

ELEC 2240. Industrial Electronics three hours

Study of the operation of industrial power control systems including power devices and control circuits. Power devices covered include relays, contactors, transistors, SCR's and TRIAC's. Control circuits include UJT's, PUT's, DIAC's, photo-devices, timers and control IC's. PR: ELEC 2220, 2230, and 2250.

ELEC 2250. AC-DC Machinery and Controls three hours

Practical aspects in the use and maintenance of AC-DC machinery and power distribution including motors, generators, starters, speed controllers, breakers, transformers, etc. PR: ELEC 1100, MATH 1102.

ELEC 2260. Communication Systems three hours

Theory, operation, and maintenance of AVMA, FM, PM, and digital communications systems. PR: ELEC 2220 and 2230.

ELEC 2270. Microcomputers three hours

Theory and experimentation with microcomputer including instruction sets, memories, I/O, programming (machine code, assembler, and high level), interrupts, peripherals, and interfacing. PR: ELEC 2230.

ELEC 2280. Programmable Controllers three hours

An introduction to programmable controllers and their application to sequential process control. Topics include basic operating characteristics, relays, timers, counters, sequencers, editing, and on-line data control. Practical laboratory experiences will be provided in controller applications, programming, installation, and maintenance. PR: COMP 1101, ELEC 2230, or consent of instructor.

ELEC 3300. Advanced Linear Electronics three hours

Study of linear devices including OP, AMPS, comparators, PLL's, timers, audio IC's, voltage references, and current references. Course will include analysis and design concepts for the circuits

studied. PR: ELEC 2260, Co-requisite: TECH 3300 OR MATH 1186.

ELEC 3310. Advanced Microcomputer Systems three hours

Continuation of ELEC 2270 with more in-depth study and laboratory work. Topics included are A/D and D/A converters, serial communications, interfacing to power devices, etc. PR: ELEC 2270.

ELEC 4400. Senior Electronics Project three hours

Instructor approved project integrating concepts from previous courses. This course will allow the student to pursue specialized interests and show that he/she can complete an individual project. PR: ELEC 3300. Baccalaureate Majors Only.

ELEC 4410. Data Acquisition and Control Systems four hours

Theory and use of data acquisition and control systems including transducers, signal conditioning circuits, multiplexing, A/D and D/A converters, computers, and control devices. PR: ELEC 2240 and 3300 and 3310. Baccalaureate Majors Only.

English
(College of Liberal Arts)

ENGL 1104. Written English I three hours

A summary, emphasizing practical skill, of the principles that underlie expository writing, audience analysis, thesis formulation, organization, diction, sentence structure, and paragraph development. An introduction to reading for content in texts selected from across the disciplines. Process-oriented practice in the drafting, revision, and editing of texts. PR: A score of 18 on the ACT English test or successful completion of an appropriate Basic Skills writing course. NOTE: ENGL 1104 is a prerequisite for enrollment in all other English courses. A"C"in ENGL 1104 and 1108 is a graduation requirement for all degrees.

ENGL 1108. Written English II three hours

A continuation of Written English I that provides experience in analyzing and writing argument and persuasive prose. A central feature of the course is a library research project that is intended to develop familiarity with reference sources and skill in summarizing the diverse points of view of multiple sources. PR: A"C"in ENGL 1104. NOTE: A"C'"in ENGL 1104 and 1108 is a graduation requirement for all degrees.

ENGL 1109. Technical Report Writing three hours

A course designed to provide practice in the writing of expository articles and reports of a technical nature. Considerable emphasis is placed on collecting scientific facts and organizing them in a prescribed technical form. Business letters, memoranda, and other types of written communication common to the industrial and business worlds are also stressed. PR: ENGL 1104.

ENGL 2220. World Literature I: Origins to 1650 three hours

A survey of literary masterpieces from around the world. Readings will include sacred texts (such as the Bible, the Koran, and the writings of Confucius); the epic (Homer, Dante, and Milton); poetry (Li Po, Ovid, and Petrarch); drama (Sophocles, Shakespeare, and Non-Western traditions such as No Drama); and narrative fiction (tales from *The Thousand and One Nights, The Tale of Genji,* and *Don Quixote*). PR: ENGL 1104.

ENGL 2221 World Literature II: 1650 to the Present Day three hours

English 2221 offers a study in translation of literary masterpieces from around the world, including satire (works by authors such as Moliere, Swift, and Voltaire); drama (K'ung Shan-Jen, Ibsen, Chekhov, and Al-Hakim); poetry (Basho, Keats, Dickinson, and Eliot); the short story (Flauber, Ichiyo, Lu Xun, and Gordimer); and the novel (Yasunari, Achebe, and Desai). PR: ENGL 1104.

ENGL 2230. Introduction to Literature I: Prose Narratives three hours

A study of the narrative art both in fictional forms (the short story, the novel, allegory) and non-fictional forms (autobiography, personal essay), with readings from many cultures within a world context, giving substantial exposure to important works written in the last 100 years and to those written by women and minorities. PR: ENGL 1104.

ENGL 2231. Introduction to Literature II: Poetry & Drama three hours

This course provides a broad survey of two distinct genres: poetry and drama. The focus is on the forms and conventions of the genres through close reading, discussion, and written response, and we will survey representative works from fifth century Athens to the most contemporary voices. Relevant exposure will be given to poems and plays by and about women and minorities. PR: ENGL 1104.

ENGL 3301. Theories of Language and their Application to English I three hours

Syntax, morphology, phonology, semantics, and pragmatics as providing concepts and techniques for understanding languages, with special emphasis upon English. Descriptive versus prescriptive grammar; dialect and register; synchronic and diachronic language variation; history of English; language acquisition; leading theories of language; language theory and the art of composition. Required of all prospective teachers of English; to be taken before Clinic III. PR: ENGL 1104 and 1108.

ENGL 3302. Theories of Language and their Application to English II three hours

Continuation of ENGL 3301, emphasizing practical applications to teaching writing and grammar in grades 5-12. PR: ENGL 3301.

ENGL 3303. Survey of American Literature I: Beginnings to the 1850s three hours

A study of American literary traditions from the poets, diarists and chroniclers of the 1600s and 1700s to the writers of imaginative and autobiographical prose and poetry of the early-mid 1800s. PR: ENGL 1104 and 1108.

ENGL 3304. Survey of American Literature II: The 1850s to the present three hours

A study of America's literary traditions from the 1850s to the present, including the poets,"local color"writers, Naturalists and Realists of the late 1800s; the experimental poetry and fiction of the early 1900s; the major dramatists; and a large sampling of the writers from the last half of the century. PR: ENGL 1104 and 1108.

ENGL 3313. Survey of British Literature I: Beowulf to 1798 three hours

A study of British literature beginning with Beowulf and continuing through the 18th century, including Chaucer, Shakespeare, Donne, Milton, Swift, and Pope. PR: ENGL 1104 and 1108.

ENGL 3314. Survey of British Literature II: 1798 to Present three hours

A study of British literature from the early Romantic period through the present day, including such writers as Blake,

Wordsworth, Austen, Tennyson, Dickens, Yeats, Shaw, Woolf, Joyce, Eliot, Beckett, and Auden. PR: ENGL 1104 and 1108.

ENGL 3320. Literary Criticism three hours
A study of past and present critical methods and of the theoretical assumptions upon which they are based. PR: ENGL 1104 and 1108.

ENGL 3332. Narrative and Descriptive Writing three hours
An introduction to narrative and descriptive techniques in fictional, nonfictional, dramatic and poetic writing. Exercises in writing techniques prepare students to write a variety of finished works. Students also read and discuss models by accomplished writers. This course also fulfills the Liberal Studies Electives writing option. PR: ENGL 1104 and 1108.

ENGL 3333. Writing Non-Fiction three hours
Study and practice of the various kinds of expository writing with special emphasis upon the skilled production of research papers. This course also fulfills the Liberal Studies Electives writing option. PR: ENGL 1104 and 1108.

ENGL 3344. Writing Poetry three hours
A workshop-based, individual-centered course in which students examine the tradition of poetry and poetics and how their own interest in writing poems may work within and against that tradition. The emphasis is on writing, revising, and presenting poems first privately and then to various public audiences. Students will also read and respond to modern poems and essays on poetics. It is advisable that students first take ENGL 3332. PR: ENGL 1104 and 1108.

ENGL 3345. Writing Fiction three hours
A workshop-based, individual-centered course in which students examine the tradition of fiction and how their own interest in writing stories may work within and against that tradition. The emphasis is on writing, revising, and presenting stories first privately and then to various public audiences. Students will also read and respond to modern stories and essays on fiction. It is advisable that students first take ENGL 3332. PR: ENGL 1104 and 1108.

ENGL 3349. Advanced Technical Communication three hours
This course places special emphasis on the preparation and implementation of the extensive, formal report in business, industry, and public service organizations. As such it will feature an introduction and orientation to source materials for advanced technical research and presentation, and it will also be concerned with the use of technical language for informed and uninformed audiences. PR: ENGL 1104 and 1108 or 1109.

ENGL 3354. Children's Literature three hours
A survey of literature desirable for children; development of principles of selection and standards of evaluation; wide acquaintance with current books.

ENGL 3355. Young Adult Literature three hours
A survey of literature appropriate for adolescents; development of principles of selection, analysis, and standards of evaluation; wide acquaintance with current books.

ENGL 3361. Major American Writers 1820-1870 three hours
A seminar on the lives and works of 3 or 4 of the most enduring, influential writers of these decades. Among the writers who could be chosen for study are Irving, Poe, Hawthorne, Emerson, Thoreau, Melville, Whitman, and Dickinson. Students are advised to take 3303 first. PR: ENGL 1104 and 1108.

ENGL 3362. Major American Writers 1870-1940 three hours
A seminar on the lives and works of 3 or 4 of the most enduring, influential writers of these decades. Among the writers who could be chosen for study are James, Twain, Crane, Howells, Dreiser, Cather, Wharton, Frost, Stevens, W. C. Williams, Hemingway, Fitzgerald and Faulkner. Students are advised to take 3304 first. PR: ENGL 1104 and 1108.

ENGL 3363. The American Novel three hours
A course designed to trace the development of the American novel from the late eighteenth century to the present. Important American novels will be analyzed in a temporal sequence. Students are advised to take either ENGL 3303 or 3304 first. PR: ENGL 1104 and 1108.

ENGL 3370. Literature of the Middle Ages three hours
This course presents a study of English and continental European literature of the Middle Ages. Genres covered will include the chronicle, romance, fabliau, beast fable, lyric, saint's legend, and drama. Students are advised to take ENGL 3313 first. PR: ENGL 1104 and 1108.

ENGL 3373. Chaucer three hours
A study of selected works by Chaucer that help to reveal the range and development of his thought and art. The emphasis will be on *The Canterbury Tales* and *Troilus and Criseyde*. Students are advised to take ENGL 3313 first. PR: ENGL 1104 and 1108.

ENGL 3374. Shakespeare three hours
A study of representative histories, comedies, and tragedies. Students are advised to take ENGL 3313 first. PR: ENGL 1104 and 1108.

ENGL 3375. Seventeenth Century British Literature three hours
A study of important British writers of the period, including Donne and Herrick, and emphasizing Milton. Students are advised to take ENGL 3313 first. PR: ENGL 1104 and 1108.

ENGL 3377. Eighteenth Century British Literature three hours
A study of important British writers of the period, particularly Dryden, Swift, Pope, and Johnson. Students are advised to take ENGL 3313 first. PR: ENGL 1104 and 1108.

ENGL 3378. Literature of the Romantic Period three hours
A concentrated study of the works of such writers as Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats. Students are advised to take ENGL 3314 first. PR: ENGL 1104 and 1108.

ENGL 3379. Literature of the Victorian period three hours
A concentrated study of the works of such writers as Tennyson, Browning, Rosetti, Arnold, Swinburne, Mill, Ruskin, and Carlyle. Students are advised to take ENGL 3314 first. PR: ENGL 1104 and 1108.

ENGL 3380. Twentieth Century British Literature three hours
A study of the major texts in 20th century British literature that reflect the cultural, social and literary issues of the time. Among the writers who could be studied are poets from Yeats and Eliot to Heaney and Larkin, playwrights from Beckett to Stoppard, and fiction writers from Joyce and Waugh to Fowles and Drabble. Students are advised to take ENGL 3314 first. PR: ENGL 1104 and 1108.

ENGL 3381. The British Novel three hours
A historical and critical study of significant British novels of the eighteenth, nineteenth, and twentieth centuries. Students are advised to take either ENGL 3313 or 3314 first. PR: ENGL 1104 and 1108.

ENGL 3382. The World Novel three hours
A study of the enduring accomplishments of the novelists of Europe, Latin America and other regions. Novels to be read may include those of Cervantes in the 1600s, Voltaire and Goethe in the 1700s, Flaubert, Tolstoy, and Dostoevsky in the 1800s, and Kafka, Camus, Kundera and Marquez in the 1900s. PR: ENGL 1104 and 1108.

ENGL 3385. The Arthurian Tradition three hours
This course surveys Arthurian literature from its 12th century origins to the present day. It will include analysis of the archaeological evidence for a historical Arthur as well as the Celtic background from which the legends spring. PR: ENGL 1104 and 1108.

ENGL 3386. The Bible as Literature three hours
This course focuses on the literary history, interpretation and genres of the Bible, as well as significant biblical tropes, metaphors and narratives. PR: ENGL 1104 and 1108.

ENGL 3387. Folk Literature three hours
This course is an analysis of the components and genres of folk (oral) literature as folk poetry (the folk song, ballad, and instrumentation), folk narrative (myths, legends, folktales, fables, morals, anecdotes, personal narratives, and other forms of folk narrative), and folk language (verbal lore, such as dialect/accent, beliefs and superstitions, proverbs, sayings, riddles, and jokes) within the contextual process of perpetuation (storytelling), preservation (collecting and motifing). Emphasis will be placed on the Appalachian cultural perspective. A field study will be part of the course. Also listed as FOLK 3300. PR: ENGL 1104 and 1108.

ENGL 3388. Women's Literature three hours
A study of classic texts in women's literature, including such works as A Room of One's Own, "Tell Me A Riddle," Jane Eyre, Orlando, The Awakening and Adrienne Rich's work. Students will also study the works of such contemporary women writers as Caryl Churchill, Marilynne Robinson, Margaret Atwood, Gloria Naylor, Toni Morrison, Rachel Ingalls, and Maxine Hong Kingston. PR: ENGL 1104 and 1108.

ENGL 3389. Minority Literature three hours
Reflecting the diversity of cultural sources and forms in America, the ideas and methods of writers outside the main literary and social traditions are studied for their contribution to the American experience. Minority writings include works by Black, Latin, Native American and Asian spokespersons, as well as the products of European ethnic groups, such as Jewish and Irish writers. PR: ENGL 1104 and 1108.

ENGL 3390. Modern Drama three hours
The study of modern drama from the nineteenth century to the present. PR: ENGL 1104 and 1108.

ENGL 3391. The Short Story three hours
A critical study of this art form based upon the work of British, continental, and American authors. PR: ENGL 1104 and 1108.

ENGL 3392. Contemporary Poetry three hours
A course on Anglo-American poetry since WW II, and the influence on contemporary poetry of Modernism and other cultures (notably, European and Latin American poetries) as well as the effects of free verse, imagism, surrealism, the New Criticism, and social/political movements on current developments in poetry and poetics. PR: ENGL 1104 and 1108.

ENGL 3393. Southern Literature three hours
A study of representative Southern authors and works from colonial times to the present, emphasizing characteristically Southern themes and points of view. Included are such figures as Twain, Wolfe, Faulkner, Welty, Ransom, and O'Connor. PR: ENGL 1104 and 1108.

ENGL 3394. The Art of the Motion Picture three hours
A course designed to trace the evolution of the motion picture from its beginnings to its present sophisticated condition. Such aspects of the film as genre (the western, the horror film), techniques (sound, editing, photography), themes (forbidden knowledge, vengeance), and character types (cops, comics, crooks) will be considered. Although this course in intended for serious students of the verbal and visual arts, it is also designed to accommodate (as an elective) interested students who are avid film goers and desire to improve their appreciation of the films they see. PR: ENGL 1104 and 1108.

ENGL 3395. Journeys in Comparative Mythology three hours
A cross-cultural study of cosmic myth, exploring explanations offered by various peoples to questions that have been asked since the dawn of time and including mythological traditions such as Greco-roman, Norse, Mesopotamian, African, Celtic, Indian, Chinese, South American, and Native American. PR: ENGL 1104 and 1108.

ENGL 3399. Special Topics in English one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the chairperson. Credits earned will be applicable as free electives in degree and certificate programs. PR: ENGL 1104 and 1108.

ENGL 4431. Methods and Materials in Teaching English three hours
Study and practice in the techniques of teaching the fundamentals of grammar, mechanics, composition, and the varied types of literature; taken as part of the Initial Performance Practicum. Students are advised to take 3355 before 4431. Students will take 4431 the semester before the Professional Block. PR: Successful completion of PPST PRAXIS Test.

ENGL 4441. Independent Study one-four hours
Intensive study in the work of one or more significant authors. Subject area to be suggested by the students and approved by the instructor. Students may conduct an independent investigation in an area of interest to them and embody the results in one or more research papers. PR: Consent of instructor.

Family and Consumer Sciences
(School of Education)

FACS 3310. Family Life Education three hours
This course is the study of the changing American family and of interpersonal relationships between family members at each stage in the family life cycle. Special reference to mate selection, adjustments, crises and supports for families.

FACS 3312. Consumer Economics three hours
This course is a study of the selection of consumer goods and services and factors affecting selection such as: labeling, advertising, credit, contracts and consumer legislation, car, health and life insurance for family security, social security and wills.

FACS 3315. Management in the Family three hours
A study of management process and its effect on the family. Decision making, economics, effective use of resources and the interaction of values, standards, and goals are considered for the family. Emphasis will be on the use of technology and its influences on the home, the family, and the future of our society.

FACS 3318. Management Problems in the Family two hours
The course includes analysis and application of management principles, common problems, the family's use of resources, management of the individual and the family relationships, discovering how the special needs can confuse and strain the home, evaluating the needs and wants that technology adds to the home and family, and planned and supervised experiences of home management problems.

FACS 3320. Housing in Society three hours
This course is designed to help individuals analyze social, physical, economic, and psychological needs which must be met through housing. Concepts covered will include effective use of space, housing as a global issue, effective use of resources, and environmental concerns. Computer aided floor plan design will be included.

FACS 3330. Introduction to Pre-schooler Development three hours
The course examines the theory and research relevant to the physical, social, emotional, cognitive, and creative development of the Pre-schooler. Particular emphasis is placed on becoming an objective observer of pre-schoolers' behavior, growth, and development.

FACS 3331. Adolescent Development three hours
The course examines theory and research relative to physical, emotional, and intellectual development, relationships with parents and peers, and growth in self-direction. Special attention is given to identity, self-concept and personality, societal needs, adolescent pregnancy, sexually transmitted diseases, human sexuality, adolescents in school, occupational interests, family dynamics, and health issues.

FACS 3332. Child Development Problems three hours
An appreciation of theory and research is used in planning programs, materials, and guidance to enhance the development and learning in all areas of child development. A supervised experience in working with preschool children will include 35 to 100 hours of on-site experiences with young children.

FACS 3335. Parenting three hours
Identification and examination of the theoretical approaches are examined for the applicability to child rearing in families. Emphasis is placed on the social and personal definitions of parental roles and the parent-child interactions.

FACS 3383. Social and Emotional Development of Children three hours
The course will examine the theory and research relevant to the social and emotional development of children from birth to age five. Emphasis will be on interpersonal relations, aggression, helping, cooperation, and competition. PR: EC 2283.

FACS 3399. Special Topics in Family and Consumer Sciences one-three hours
A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

FACS 4400. Senior Seminar I one hour
A special topics seminar designed to study the global and cultural issues related to Family and Consumer Sciences. PR: Senior standing.

FACS 4401. Senior Seminar II one hour
A special topics seminar designed to study the career, technical, and professional issues related to Family and Consumer Sciences. PR: Senior standing.

FACS 4431. Meth. and Materials in Teaching Family and Consumer Sciences three hours
A study is made of the philosophy and goals of teaching vocational Family and Consumer Sciences at the middle, secondary, and post-secondary levels. Methods, procedures, techniques, and resources for teaching the course are organized. Selection of equipment and supplies to manage a Family and Consumer Sciences department is analyzed.

FACS 4492. Child Development Internship four hours
The student will participate in an Early Childhood Education Center as a student assistant. PR: EC 2262.

FACS 4499. Special Topics in Family and Consumer Sciences one-three hours
A course designed to study special selected topics. The topic to be studied will be determined by the instructor and approved by the coordinator. Credits earned will be applicable as free electives for degree programs.

Finance
(School of Business)

FINC 1180. Principles of Banking three hours
This course is a survey and introduction to the field of banking, with some concentration on the functions and operations of commercial banks. The course also covers other depository institutions, non-bank financial entities, the Federal Reserve System, the nature of interest, bank regulation, the vocabulary of banking, and some current issues in banking.

FINC 2201. Introduction to Financial Management three hours
This course is intended to give the student a background in the field of financial management with emphasis on the areas of cost of capital, cost of external capital, cost of retained earnings, and similar concepts. It will also include material investment decisions and financial decisions.

FINC 2260. Real Estate Principles three hours

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, and state license law. The objective of the course is to equip the student with concepts needed to continue successfully in future real estate courses, and to pass the real estate salesmen's license examination.

FINC 2270. Principles of Insurance three hours

Primarily concerned with developing an understanding of the basic principles of insurance as well as the nature and operation of the insurance business. Emphasis is given to the principles which underlie the entire field of insurance. Understanding is developed in the fundamental areas of indemnity, insurable interest, coinsurance, risk, subrogation, proximate cause, other insurance, requisites of insurable risks, deductibles, valued policies, probability, and many others. The important functional areas of rating, underwriting, marketing and adjusting are considered, as well as the subjects of regulation, reinsurance, and company organization.

FINC 2288. Consumer Lending three hours

This course covers both the theory and practice of installment lending. Topics include credit evaluation, open- and closed-end lending, forms and terminology of lending, loan policy development, marketing, collections, law and regulation, direct and indirect lending, credit insurance, rate structure, and yields. PR: FINC 1180 or consent of instructor.

FINC 2294. Commercial Lending three hours

This course provides a conceptual framework for the study of commercial lending. It focuses on how the commercial lending business is organized, how it contributes to bank profitability, and the total commercial lending process. PR: FINC 1180 or consent of instructor.

FINC 2295. Bank Internship three hours

Selected students are placed in part-time banking positions with area financial institutions. The student has the opportunity to put theory into practice while developing competencies through on-the-job training. Full-time students pursuing a Bachelor of Science degree may participate in the program. Preference is given to students with a concentration in Finance or Accounting. This course may be repeated for up to six hours credit. PR: FINC 1180, ACCT 2201, 2202, and/or consent of instructor.

FINC 3307. Personal Finance three hours

A study of the problems a consumer must face in his or her day-to-day buying and living. It includes a brief survey of budgets, life insurance, investments, managing personal finance, buying services, and other problems of the consumer.

FINC 3350. Investments three hours

This is an introduction and survey course covering the broad field of investments, with the approach being descriptive rather than quantitative. There is substantial emphasis on terminology and vocabulary, and the course covers fixed- and variable-return investments, options and futures, markets and brokerage operations, portfolio theory and analysis, and real estate investments.

FINC 3384. Bank Management three hours

This course examines both the principles and the practices of contemporary bank management. The course covers the various aspects of bank organization and operation, capital formation and utilization, asset/liability management, planning, law and regulation, internal control, competition and deregulation, the evolution of banking, and some selected current issues in banking.

FINC 3385. Analyzing Financial Statements three hours

This course provides the student with the necessary techniques and tools to evaluate the financial condition and operating performance of a modern business. The course will cover the terminology of financial analysis, horizontal and vertical analysis, financial ratios, pro-forma statements, funds flow analysis, break even analysis and other analytical tools. PR: ACCT 2201, 2202.

FINC 3387. Bank Simulation three hours

The simulation presents an integrated approach to bank management that reinforces technical and functional management skills. Students function as members of a bank management team whose responsibilities include: analysis and planning, organizational structure, administration, policy formulation and implementation.

FINC 3392. Trusts and Estate Planning three hours

This course provides an overview of the law of wills, trusts, gifts, and estates. Various strategies for reducing the taxation of gifts and estates will be addressed. Also included is the nature of the functions and services of a Bank trust department.

FINC 4410. Managerial Finance three hours

This advanced course is designed to extend the coverage of the field of corporate finance with emphasis on capital budgeting, risk, capital structure and dividend policy, and financing decisions. Special topics covered will include: mergers and acquisitions, financial distress, and international corporate finance. PR: FINC 2201.

FINC 4412. PC Applications for Managerial Finance three hours

This course is designed to enable students to master the concepts and techniques of corporate finance using PC applications. The course will be taught in the computer lab making extensive use of spreadsheet models and templates. The effect of policy will be measured and analyzed, and problems solved through the use of multiple case studies. Topics covered include: financial analysis, financial forecasting and planning, capital budgeting, cost of capital, and other topics in finance. PR: INFO 1100, FINC 2201, 4410.

Folklore Studies
(College of Liberal Arts)

FOLK 2200. Introduction To Folklore three hours

This course is an introduction to conceptual foundations in folklore, such as social base of folklore, tradition, folklore and cultural history, folklore as projection, genre, function, structure, text, context through a historical and philosophical survey of approaches to folklore topics. Emphasis will be placed on the Appalachian cultural perspective. A field study lab of one hour will accompany this course.

FOLK 2201. Lab Field Research/Oral History Techniques one hour

This lab must be taken along with Introduction to Folklore before any of the other courses in the program. This lab is a study of the methods, theories, techniques, and procedures of field research as they apply to all folk study genres, along with the legal and ethical considerations, uses, and planning of local oral history projects.

FOLK 3300. Folk Literature three hours

This course is an analysis of the components and genres of folk (oral) literature as folk poetry (the folk song, ballad, and instrumentation), folk narrative (myths, legends, folktales, fables, morals, anecdotes, personal narratives, and other forms of folk

narrative), and folk language (verbal lore, such as dialect/accent, beliefs and superstitions, proverbs, sayings, riddles, and jokes) within the contextual process of perpetuation (storytelling), preservation (collecting and motifing). Emphasis will be placed on the Appalachian cultural perspective. A field study will be part of the course. Also listed as ENGL 3387.

FOLK 3301. Material Culture three hours
A study of the tangible evidence of people through the perspective of the Appalachian culture. Material culture is presented within the context of folklife and traditional craftsmanship, including folk crafts, folk art, traditional foodways, clothing, tools and technology. Examination of the study of material folk culture from various methodological and theoretical perspectives, including artifactural analysis and fieldwork will be required. PR: FOLK 2200.

FOLK 3302. Regional Cultural Geography and History three hours
A study of regional personality through the relationship and attitudes of people to the land and land use, along with migration patterns, archaeological perspectives, behavior, customs, and popular customs. In a field study, archival techniques and research will be examined. PR: FOLK 2200.

FOLK 4400. Directed Folklore Study three-six hours
Intensive study, reading, and research of a folklore topic selected by a student with an opportunity to mentor with a specialist in the field. Folklore topics will be interdisciplinary, such as the following: Appalachian (Regional/Written) Literature, Ethnography and Process of Storytelling, Urban and Popular Culture, Children's Folklore, Traditional Folk Music, Vocal and Instrumental, Appalachian African-American Lore, Rural Education, Arthurian Legend: Comparative Folk Literature Study, and Vintage Clothing Preservation. Note:If an existing course is available on campus reflecting any of these topics, a student may opt to take this course with the approval of the Folklore Studies advisor. The WV Folklife Center at Fairmont State and the Folklore Studies advisor will also help students to network with folk cultural specialists in the community for mentoring. PR: All other courses in the minor studies program.

FOLK 4401. Folklore Applications three hours
An analysis of the various areas of folklore application ranging from teaching/pedagogy, museum interpretations, and publications, plus the care, interpretation, and presentation of artifacts. An internship and/or individual project will culminate the course. PR: All other courses in the minor studies program.

Food Service Management

FOSM 1110. Nutrition three hours
This course is a study of the nutrients, their sources, and their relationship to body functions. Each stage of the life cycle will be studied as it relates to changing nutritional requirements for individuals and family groups of varying cultural and economic levels. Students will evaluate their daily nutritional intake against recommended daily allowances.

FOSM 3323. Advanced Quantity Foods three hours
This course is a continuation of FOSM 2223 and focuses on more complex food service methods including meats, fish, poultry, cheeses, eggs, dairy products, and baked items. PR: FOSM 2223.

FOSM 3328. Food Purchasing, Menu Planning, and Cost Controls three hours
This course is a study of menu planning, utilization of standardized recipes, and food purchasing as it relates to cost controls. PR: FOSM 2228.

French
(College of Liberal Arts)

FREN 1101. Elementary French I three hours
Pronunciation, oral comprehension and speaking, reading and written drill and composition, elements of grammar. Laboratory.

FREN 1102. Elementary French II three hours
Continuation of 1101 completing the basic grammatical principles. One year of high school French is also considered a satisfactory prerequisite for this course.

FREN 1199. Special Topics in French one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

FREN 2201. Intermediate French I three hours
A course designed to reinforce and increase knowledge of vocabulary and grammar. The course consists of extensive and intensive reading, review of grammar, and continued attention to pronunciation and speaking. Interesting reading materials such as short stories are emphasized. Laboratory. PR: 101 and 102, or two years of high school French, or equivalent.

FREN 2202. Intermediate French II three hours
The continuation of FREN 2201. PR: 2201, or equivalent.

FREN 2220. French Special Topics II three hours
A diversified study of the daily life and environment of present-day France and French-speaking peoples, placed in relation to the language. Emphasis is on a realistic, practical approach. Work is individualized to fit the language-level and interest of the student. PR: Consent of the instructor.

FREN 3301. Literature of the Seventeenth Century three hours
Reading the plays of Corneille, Racine, Moliere with outside reports on other classical writers. Comprehension, speaking, reading and writing are all stressed. PR: Two years of college French or equivalent.

FREN 3310. Special Topics in French three hours
Supervised independent study reflecting the student's needs and interests. PR: Consent of instructor.

FREN 3311. French Composition and Conversation I three hours
Part of the group consisting of 3311 and 3312, which may be taken in any order. Writing, conversing, and aural comprehension, with extensive use of audio-visual aids. Emphasis on practical proficiency, grammar, vocabulary building, and phonetics. PR: 12 hours of French.

FREN 3312. French Composition and Conversation II three hours
Part of the group consisting of 3311 and 3312, as described under 3311, with content consisting of French civilization and culture.

FREN 3314. French Civilization and Culture three hours
A study of the basic historical development and significant contributions of France, its outstanding figures, its geography, traditions, contemporary social patterns, legends, songs, and influence on the United States. The instructional method emphasizes French conversation and extensive use of tapes, slides, and motion pic-

tures. PR: 12 hours of French or consent of instructor.

FREN 3315. French Film three hours
This course consists of a study of the art and history of the French cinema. Filmmakers such as Abel Gance, Jean Vigo, Jean Renoir, Jacques Tati, Francois Truffaut, Louis Malle, Alain Resnais, Jean-Luc Goddard will be studied. Attention will be paid to the significance of this medium in modern society, and its relationship to the arts as well as humankind.

FREN 3321. Contemporary Literature three hours
Outstanding writers of the twentieth century, such as Camus, Ionesco, Proust, and Sartre. Emphasis is on reading comprehension. PR: 12 hours of French.

FREN 3330. Special Topics-French Literature in Translation three hours
This course explores French literature from the Middle Ages to the twentieth century. It examines the writings of major French poets, philosophers, playwrights, and other authors, and their possible interconnections with American and/or English literary figures.

FREN 4411. Advanced French Composition and Conversation three hours
Writing, conversing, and aural comprehension on an advanced level with extensive use of audio-visual aids. Emphasis on high level of proficiency, grammar, vocabulary, and pronunciation. PR: 18 hours of French, including one previous conversation course, and to be taken as late as possible in the sequence of courses

FREN 4426. Main Currents of French Literature and Culture three hours
A coordinated study of French literature and culture from a thematic and unitary standpoint. The main and unique currents of French contribution to world civilization are distinguished. Texts taken from the Middle Ages to the Modern period, including selections from all genres. PR: FREN 2202.

FREN 4430. Business French three hours
This course stresses the learning of a more technical and professional aspect of the French language. Students will create business situations, write letters and business proposals, and become accustomed to and well versed in the language of our modern cyberspace. PR: FREN 3311, 3312.

FREN 4431. Methods and Materials in Teaching French three hours
Study and practice in teaching French language and literature, grades 5-Adult.

Geography
(College of Liberal Arts)

GEOG 1199. Special Topics in Geography one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

GEOG 2210. Introduction to Geography three hours
An introduction to the physical and cultural elements of geography with a study of major geographical regions of the world.

GEOG 3305. Economic Geography three hours
A study of the production, consumption and exchange of goods by people throughout the world. Consideration is also given to spatial variations and influences of the natural environment and culture.

GEOG 3315. Urban Geography three hours
A study of urbanization process including origin, growth, function, spatial patterns, structure and hierarchical arrangement of urban centers, and urban problems, with special references to American cities.

GEOG 3330. Geography of North America three hours
A regional economic geography primarily of the United States and Canada from the standpoint of man's activities in relation to his natural surroundings and resources.

GEOG 3340. Geography of Europe three hours
A study of the important geographic concepts concerning man's activities in Europe and their importance to the United States and the rest of the world. A general overview will be made of Soviet European geography.

GEOG 3350. Geography of Latin America three hours
This course is a regional study of South America, Central America, Mexico, and the West Indies.

GEOG 3360. Geography of Africa three hours
A regional survey of the continent, examining the great diversity that characterizes the area. Emphasis is placed on the complexity of the political pattern, the natural resources, economic development, and the physical setting.

GEOG 3370. Geography of Asia three hours
The study of Asia for the purpose of understanding the various Asian nations, their economic-geographic regions, major commodities, industry, commerce, and major problems.

GEOG 3399. Maps and Diagrams three hours
A presentation of statistical data by different kinds of diagrams, such as bar, pie, ring, and block diagrams and graphs; the preparation and understanding of maps; and introduction to the application of computers for maps and diagrams.

Geology
(College of Science and Technology)

GEOL 1101. Physical Geology four hours
This course is an introductory study of the materials, structures, and forces in the earth. Topics include: weathering, hydrology, glaciers, earthquakes, landslides, and volcanoes; and the physical and chemical processes that contribute to the earth's changing form and shape. Both surface and internal processes are covered with emphasis on the interaction between these processes, including the theory of plate tectonics. Three hours lecture and two hours lab per week. Lab includes field trips.

GEOL 1102. Historical Geology four hours
This course is an introduction to the history of the earth from its origins to the present day. The evolution of the earth's oceans, ocean basins, atmosphere and life forms are also studied. The study of past life and continental position in geologic time is based on the interpretation of fossils, rocks, continental drift, and plate tectonics. Three hours lecture and two hours lab per week. Lab includes field trips. PR: Geology 1101.

GEOL 1103. Introduction to Environmental Geology four hours

This courses explores the practical application of elementary geologic principles to everyday environmental problems. The course also covers the implication of hazardous earth processes, such as landslides, volcanoes, and earthquakes, as well as geologic aspects of human induced problems including mining, mineral production, subterranean waste disposal, and water and land use. Three hours lecture and two hours lab per week. Lab includes field trips. PR: GEOG 1101.

GEOL 1199. Special Topics in Geology one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

Graphics Technology
(College of Science and Technology)

GRAP 1100. Graphic Communications Processes three hours

This course is an introduction to the graphic arts and deals with the basic methods of placing visual elements on receiver materials. An investigation is made of relief, intaglio, planographic, porous, and electrostatic methods of printing. Continuous tone photography, basic bindery operations, and introductory microcomputer operation also are experienced. Course activities include the use of introductory word processing and basic painting and drawing software.

GRAP 1150. Computer Applications to Graphics three hours

This course is an assessment of the impact of "Intelligent Electronics" on the graphics industry and the development of computer applications to the solution of graphic related situations. With an emphasis on the Apple Macintosh, there is a thorough coverage of microcomputer fundamentals, operating systems, and computer programs including the spreadsheet, database, and various types of graphic software. The student becomes involved in both theoretical and hands-on experiences.

GRAP 2200. Introduction to Desktop Publishing three hours

This course presents the basics in the make-up of copy with an emphasis on composition and typography. Students will produce tangible photo ready art and introductory electronic prepress images using the Apple Macintosh. Single and multiple color paste-up techniques, forms layout, cropping and scaling of photographs, and media conversion are among the activities that will be beneficial in upper level graphics classes as well as future employment endeavors. CR: GRAP 1150.

GRAP 2210. Graphics - Methods and Materials three hours

This intermediate course further explores the tools, materials, and processes used in both the traditional and current digital methods of converting camera ready images to print. Introductory process camera, film assembly, press operation, and bindery will be investigated. Both theoretical knowledge and hands-on experience in the use of printing equipment will be employed. PR: GRAP 1100.

GRAP 2225. Basic Photography three hours

A beginning course in the utilization of the hand-held camera. The emphasis is placed on both the taking of pictures and the processing of black and white film. Topics covered include film and film processing, camera basics, camera formats, lens types, portrait photography, and photographic ethics.

GRAP 2230. Layout and Design I three hours

Printed materials will be analyzed in terms of design, effective use of type, and color. Knowledge of art specification and preparation for reproduction will be acquired. Time is given to the design and production of original work. PR: GRAP 2200.

GRAP 2235. Layout and Design II three hours

A continuation of GRAP 2230. The student continues work on thumbnail, rough and comprehensive layouts for presentation to the customer. PR: GRAP 2230.

GRAP 2250. Graphics Practicum four hours

Supervised on-the-job learning/work experience with a cooperating business or college in-house graphics production area. Students will gain experience in graphics related specialties of the selected practicum training center. PR GRAP 2210 and instructor's permission.

GRAP 2255. Advanced Image Transfer three hours

This course is a continuation of the press related portion of GCT 2210 and is a self-paced course. More advanced set-up, single and multicolor operation, troubleshooting, basic press maintenance, film assembly, and safety considerations are included. Students will complete several multicolor projects during the course. PR 2210.

GRAP 2265. Estimating and Cost Analysis three hours

Production planning, scheduling, materials purchasing, and personnel management in print production operations are investigated. Accurate, orderly systems including computer solutions are used to estimate costs, material, equipment, and labor.

GRAP 2270. Screen Printing Technigues three hours

An examination of screen process stencil systems, substrates, inks, framing methods, and fixtures. Students will gain experience in the printing of flat objects, textiles, pressure sensitives, decals, and cylindrical objects. Both single color and multicolor imaging will be investigated.

GRAP 2275. Production(Offset/Screen Printing) three hours

This self-paced course provides practical experience in the production of department or Schools' newsletters and other offset and screen printed graphic products.

GRAP 2280. Electronic Publishing three hours

This course is a continuation of GRAP 2200 specifically oriented toward the production of computer based publishing using Apple Macintosh. Students will gain experience in more advanced electronic composition and pagination. PR: GRAP 2200.

GRAP 2290. Electronic Art and Computer Imaging three hours

Students will use illustration and painting software for the creation of high resolution commercial quality course projects. Students will use microcomputer workstations, flatbed scanners, electronic cameras, and image processing software for retouching, manipulating, and enhancing images. PR: GRAP 1150 or instructor's permission.

GRAP 3305. Production (Electronic Publishing/ Imaging) three hours

Students will create digital media, newsletters, or other graphic products developed by departments or Schools. PR: GRAP 2280 and instructor's permission. Baccalaureate Majors Only.

GRAP 3310. Advanced Photography three hours
A continuation of GRAP 3300, covering such areas as advanced black and white work large format camera work, and color photography. PR: GRAP 3300.

GRAP 4400. Computer Animation and Multimedia three hours
Basic techniques of computer animation, presentation software for creation of digital animation, motion, and multimedia. Activities include exercises using QuickTime™, HyperCard™, and still and motion digital captures of television video. PR: GRAP 1150 or instructor's permission.

GRAP 4410. Special Topics - Graphics three hours
This self-paced course is an opportunity to investigate and produce a "senior project" in a field not included in the regular listing of graphic communications courses or in an area currently offered, but at greater depth. PR: GRAP 2280 and consent of instructor. Baccalaureate Majors Only.

Health Education
(School of Education/Health and Human Performance)

HLTA 1100. Personal Health two hours
The meaning and significance of the physical, mental, social and environmental factors of health and safety as related to the individual and to society are studied. Important phases of national problems, emphasis on college students and their current needs are emphasized.

HLTA 1150. Introduction to Health three hours
This course is an in-depth study of the several content areas relating to health; contemporary health problems and reciprocal relationships involving man, disease and the environment. The significance of the physical, mental, social, and environmental factors of health and safety as related to the individual and to society are studied.

HLTA 1199. Special Topics in Health one-twelve hours
Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

HLTA 2200. Foundations of Health Education two hours
Historical, philosophical, sociological, and scientific foundations of health education as it relates to the present educational system and the changing society are examined.

HLTA 2202. Community and Environmental Health three hours
Philosophy, organization, identification, and function of federal, state, and local public health agencies, and their role in dealing with community health, environmental health, and safety problems are presented.

HLTA 3310. School Health and Safety three hours
A comprehensive approach to the development of school health and safety programs based upon the contemporary needs and problems is investigated.

HLTA 3325. Organizational and Planning Strategies in Health Education three hours
The purpose of this course is to develop strategies in organizing and planning a health education program. Emphasis is placed on pre K-adult curriculum development and design of teaching units.

HLTA 3370. Contemporary and Drug Behavior Issues three hours
Identification, analysis, and evaluation of our most critical health problems confronting society including drug abuse and addiction are examined.

HLTA 4400. Health Education for the Elementary School two hours
Specific areas of health relating to the needs of elementary school children are studied.

HLTA 4410. Seminar in Public Health Education three hours
The historical and philosophical development of public health agencies including governmental aspects, legal bases, organizational principles, personnel factors, and public relations is presented. Periodic field trips are included during the second eight weeks.

HLTA 4415. Human Sexuality three hours
The student will learn to identify the trends, issues and content necessary to analyze and develop methods and materials in sex education.

HLTA 4450. Field Practicum in Public Health four hours
Experience in field practice in public health for one semester under supervision of public health professionals will be provided. Pass/Fail.

History
(College of Liberal Arts)

HIST 1107. United States History I three hours
Examines the main outlines of American history from pre-Columbian native American cultures to the end of the Civil War with emphasis on the Colonial, Revolutionary, Early Republic, and Civil War eras.

HIST 1108. United States History II three hours
Examines the main outlines of American history from Reconstruction to the present with emphasis on the political, social, cultural, economic, and diplomatic forces that contribute to America's emergence as the world's leading industrial democracy.

HIST 2211. World Civilizations I three hours
An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from pre-historic times through classical ancient empires to the early Middle Ages. Recommended for sophomores and well-prepared freshmen.

HIST 2212. World Civilizations II three hours
An intermediate-level survey of worldwide historical developments, emphasizing major civilizations from the Middle Ages to the social, political, and industrial revolutions of the eighteenth century. Recommended for sophomores and well-prepared freshmen.

HIST 2213. World Civilizations III three hours
An intermediate-level survey of worldwide historical developments from the French Revolution of 1789 to the present era,

emphasizing major civilizations and the modern growth of global interdependence. Recommended for sophomores and well-prepared freshmen.

HIST 3301. History of Intelligence and National Security three hours

An intermediate-level survey course of the origins, developmental milestones, important events, and policies that shaped the United States intelligence infrastructure. Discussion of National Security policy and actions that have been implemented and analysis of their effectiveness. This course will develop skills in research, editing, writing, and presentation. Students will be required to research assigned topics, collect documentation, edit references, write an analysis of a proposed course of action, and support a recommended course of action in an oral briefing with graphic slides. The format of this course is designed to acquaint the student to the time sensitive and volatile nature of collection, analysis, production, and dissemination of intelligence information.

HIST 3302. West Virginia three hours

West Virginia history, government, and geography from the first settlements to the present time. PR: History 1107, 1108.

HIST 3310. Diplomatic and Military History of the United States three hours

The foreign relations of the United States and the development of basic American foreign policies from the colonial background to the super-power status of the present day, with special attention to war and its foreign-policy consequences. PR: History 1107, 1108.

HIST 3315. Colonial America three hours

The American colonies from their beginnings to the end of the Revolutionary War. PR: History 1107.

HIST 3316. The Early Republic three hours

United States history from the Revolutionary War to the close of the Mexican War. PR: History 1107.

HIST 3317. Civil War and Reconstruction three hours

Examines the myriad causes of the war, the social, economic, and political changes in the North and the South during the war, highlights key battles and campaigns, and explores the complex and difficult reunification and reconstruction of the Union and the defeated Confederacy following the war. PR: History 1107.

HIST 3318. The Gilded Age to the Great Crash three hours

A history of the U.S. from 1877 until the attach on Pearl Harbor. Major topics explored include the industrial revolution, the labor movement, the New south, the Old West and Native Americans, the Spoils System, Populism, Progressivism, World War I and the League of Nations, the Roaring Twenties, the Great Depression, the New Deal, and the diplomatic crises of the inter-war years. PR: History 1108.

HIST 3319. Recent America, Since 1941 three hours

Examines America's emergence as the leading world power, Major topics explored include World War II at home and overseas, the origins, rise, and fall of the Cold War, the rise and fall of the liberal consensus, civil rights, feminism, Vietnam War and the anti-war movement, and the new conservatism of the post-Nixon years. PR: History 1108.

HIST 3333. History of the American Woman three hours

An examination of women's changing roles and contributions to American society. PR: History 1107 or 1108.

HIST 3344. African-American History and Culture three hours

A survey of African-American experience in the United States from the African cultural background and slavery through the present-day urban experience. PR: 1107 or 1108.

HIST 3351. History of England three hours

From Roman Britain to the present day. PR: 2211 or 2212 or 2213.

HIST 3352. History of Russia three hours

Development of the Russian people from the time of their appearance as a national entity, through the tsarist, imperial, revolutionary, and Soviet eras to the present. PR: 2211 or 2212 or 2213.

HIST 4405. History of Africa three hours

Survey of African history from the earliest time to the present with emphasis on the medieval, colonial, and modern periods. PR: 2211 or 2212 or 2213.

HIST 3410. History of Asia three hours

An intensive survey of Asian cultural developments from the earliest times to the present, with special emphasis on the impact of the West on Asian nations. PR: 2211 or 2212 or 2213.

HIST 4420. History of Latin America three hours

Conquest and colonial developments in South America from Columbus to Latin America's role in contemporary perspectives. PR: 2212 or 2213.

HIST 4425. Medieval Europe three hours

Formative development in intellectual, social, economic, and political history from the fall of Rome. PR: 2211 or 2212.

HIST 4431. Recent Europe three hours

Problems of readjustment in the 20th century: the League of Nations, Fascism and Communism, the World Wars, the Cold War, and the European Community. Spring Semester. PR: 2212 or 2213.

HIST 4455. Revolutions in History three hours

A study of revolutionary thought and action as a force in world history since ancient times. Major topics include the American and French Revolutions of the eighteenth century, the Chinese and Russian Revolutions of the early twentieth century, and a sampling of more recent revolutionary movements in representative regions of the world. PR: 2211 or 2212 or 2213.

HIST 4475. Philosophy of History three hours

A survey of the philosophical systems, both speculative and analytical, that have been advanced to evaluate humanity's historical experience. Credit in either philosophy or history. PR: 2211 or 2212 or 2213 or Philosophy 2200.

HIST 4498. Senior Seminar three hours

Identification, review, and historically-oriented synthesis of major concepts in the fields of geography, history, political science, psychology, sociology, and economics. Required of history and Social Studies Comprehensive Education majors, but open to others. Prerequisites for history majors: senior standing. Fall Semester only.

HIST 4499. Selected topics three hours

Advanced study of topics specially selected by members of the history faculty according to student demand. No more than two Special Topics courses count toward a major in history.

Information Systems
(School of Business)

INFO 1100. Computer Concepts and Applications three hours

This course will provide students with a survey of the fundamental computing concepts and applications to provide a useful foundation upon which the students can develop skills necessary to become effective users of information systems. The primary focus of this course will be on productivity software applications, which will include word processing, spreadsheet, database, the Internet, and presentation software. This course fulfills three hours of the first year experience. (Competency may be demonstrated)

INFO 2200. Fundamentals of Information Systems three hours

The course is an introduction to basic business information systems including networking, systems analysis and design. PR: INFO 1100.

INFO 2205. Information Technology-Hardware and Operating Systems three hours

This course provides the hardware and operating system concepts necessary for system design. System architecture and operating systems are considered for single and multiple user computer systems. PR: INFO 2200.

INFO 2210. Applied Business Programming three hours

This course provides the students with an understanding of the capabilities and limitations encountered in programming information processing applications. The student will independently write programs which create, update and process disk files. General business programming concepts are emphasized rather than computer science fundamentals. This course may not be substituted for Computer Science 1100,1101, or 1102, and is not open to students with credit in COMP 1108. PR: MATH 1107, INFO 2205.

INFO 2220. Spreadsheet Design three hours

This course is designed to introduce spreadsheet modeling and design. Through hands-on computer work, the student will become familiar with a spreadsheet application package. The course will stress good design techniques as well as spreadsheet techniques and model building. PR: INFO 1100 or Computer Science 1100, and ACCT 2201.

INFO 2235. Microcomputer Applications in Business three hours

This course will provide students the opportunity to develop and use basic decision support systems. A problem solving approach is used to introduce students to the modern business decision making process. The emphasis is on making business decisions by using and customizing off-the-shelf software. PR: INFO 1100.

INFO 2250. Networking Fundamentals three hours

This course provides an in-depth knowledge of data communications and networking requirements including networking and telecommunications technologies, hardware, and software. The analysis and design of networking applications in organizations are emphasized. Management of telecommunications networks and evaluation of connectivity options are also covered. Students learn to evaluate, select, and implement different communication options within an organization. The course consists of two hours lecture and two hours lab per week. PR: INFO 1100.

INFO 2251. Router Theory and Router Technologies three hours

This course examines the theory and technology of routers including router programming, configuration, and protocols. The course consists of two hours lecture and two hours lab per week. PR: INFO 2250.

INFO 2252. Advanced Routing and Switching three hours

This course covers advanced routing and switching concepts. It is a continuation of INFO 2251. The course consists of two hours lecture and two hours lab per week. PR: INFO 2251.

INFO 2253. Project Based Learning three hours

This course covers advanced Wide Area Network technologies. It is a continuation of INFO 2252. The course consists of two hours lecture and two hours of lab per week. PR: INFO 2252

INFO 3310. Systems Analysis and Design three hours

Students in this course are introduced to the analysis and design of computerized systems for handling the data processing requirements of a typical business. Topics discussed include information flow, file design, systems integration, system security and controls. Students are required to write portions of the system specifications for an exemplary business application. PR: INFO 3339 and 3340.

INFO 3339. Programming, Data, and File Structures four hours

This course provides an understanding of data, files, and business reports. It requires students to plan, write, and process business programs which stress data and file manipulation. The course also includes the principles of effective business report design. PR: COMP 2205, which may be taken simultaneously.

INFO 3340. Advanced Application Development four hours

This is an advanced course in application programming. This course includes table handling, sorting, external report generation, file updating and video forms design, and object-oriented programming. PR: Grade of "C" or better in INFO 3339.

INFO 3350. Internship in Information Systems three hours

This internship course is designed as a learning experience which requires the integration of information systems theory with actual job experience in an information systems department. The student must be enrolled in the four-year information systems program. The employer is responsible for evaluating and reporting the development of the student. PR: INFO 3310, 3339, 3340 and Junior status.

INFO 3373. Management/Human Resources Information Systems three hours

This course uses current technology for business management, control, and decision making with management and human resources emphasis. Focus areas include application, performance, system design, planning, development, implementation, and evaluating existing software. PR: INFO 2235, MGMT 2209, 3308 or Consent of Instructor

INFO 4420. Database Design and Implementation three hours

This course covers information systems design and implementation within a database management system environment. Students will demonstrate their mastery of the design process acquired in earlier courses by designing and constructing a physical system using database software to implement the logical design. The class will use Microsoft Access or Oracle, when available, for logical database design. Data models and modeling tools, CASE tools, code/application generation, and client-server planning are among topics to be covered. PR: INFO 3310, 3339 and 3340.

INFO 4430. Special Topics in Information Systems three hours

Current topics of interest in information systems are addressed in this course. The topic to be covered will be selected by the instructor and approved by the department coordinator and School Head. Typical topics include application design using Visual Basic or client-server program development using Oracle. PR: INFO 3310, 3339 and 3340.

Interdisciplinary Studies

INTR 1100. Race, Class, and Gender three hours

An introductory multicultural course which explores race, class, gender, ethnicity and the dynamics of their interrelationships in American society. Themes include personal identity, power, and change. Interdisciplinary approaches of the humanities and the social sciences include historic, psychological, sociological, economic, educational, and artistic.

INTR 1120. Experiencing the Arts (variable topic) three hours

Introduction to appreciation of the arts through lecture-demonstration by teachers in the visual arts, music, and theatre. Organized thematically,m the course offers an opportunity to explore various relationships between the arts as welll as their relationships with other disciplines. The course will also consider the circumstances which have shaped these relationships and the ways in which contemporary culture conditions how we respond to and interpret art and performance today.

INTR 2201. Introduction to Women's Studies three hours

This is an interdisciplinary course which will focus on a variety of topics in women's studies, such as gender and science, the body, reproductive technologies, public policy, and feminist theory. Class discussions will examine positions among feminist ethicists on the implications of gender definition and explore the construct of gender in our society.

INTR 2280. Empowering Leadership three hours

The purpose of this course is to help prepare students to assume increasingly responsible leadership roles of empowerment in their personal, professional, and academic lives. This interdisciplinary, student-centered course focuses not only on significant theories of empowering leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities in which students practice empowering leadership. The course is also a General Studies elective. PR: A score of 17 or above on the ACT English test and a passing writing sample score or successful completion of Composition Skills 0097.

INTR 2281. Great Ideas of Leaders three hours

This interdisciplinary humanities course explores some of the most significant ideas of leaders and some of the ultimate human questions through history. Topics include the intersection of leadership with the heroic myth, the nature of government, justice, wealth, culture, the mind, poetics, ethics, good and evil, power and authority, concepts of nature, issues of faith, and values-based leadership. PR: INTD 2280.

INTR 4401. Capstone Seminar in Forensic Science three hours

Designed to help students integrate, synthesize and apply in a forensic science context the approaches, knowledge and skills acquired in criminal justice, biology, chemistry, mathematics and physics courses. The course structure consists of student-driven case studies and discussions from the recent literature, student presentations describing internship experiences, and an explicit formal introduction to established professional and laboratory practices in forensic sciences, including ethics. PR: Completion of all non-elective courses required for the Forensic Science major or approval of the Forensic Science Coordinating Committee.

INTR 4402. Seminar in Women's Studies three hours

This is a capstone course designed to be an interdisciplinary overview of topics that may range from a general survey of gender theories in a variety of disciplines to a more focused interdisciplinary theoretical approach, such as postmodernism and feminism, historical explanation of gender roles in western culture, and the current debate among feminist ethicists. Discussions will include the works of salient writers such as Simone de Beauvior. PR: INTD 2210 and one elective course.

Journalism
(College of Liberal Arts)

JOUR 1199. Special Topics in Journalism one-three hours

Staff participation on the *Columns* student newspaper; The *Mound* yearbook; *Whetstone* literary magazine; or as a photographer for any student publication.

JOUR 2240. Reporting three hours

Comprehensive study of fundamental writing forms, styles and mechanics for both print and broadcast media, including school publications. Gives practical experience in basic writing styles used in scholastic, collegiate and professional mass media. Valuable as a test of writing ability and for making students more discerning media consumers. Open to second semester freshmen and above, to first semester freshmen with previous high school journalism experience, or to those exempt from ENGL 1104. Required for journalism minor and graphics programs. Offered fall and spring semesters. Three hours lab required. (Enroll in both Journalism 2240 and Journalism L240.)

JOUR 2270. Communications in Society three hours

Survey of mass media in a democratic society and an introduction to mass media career opportunities and preparation. Open to all students. Of interest to those undecided about their careers, especially those with scholastic journalism experience. Required for journalism minor. Offered online during fall and spring semesters, and fulfills the Writing Intensive Course requirement.

JOUR 2280. History of American Journalism three hours

Comprehensive chronological presentation of the development of American mass media by showing relationship of the past with the events of today, delineating their impact on the American way of life. Examines the American press from the seventeenth century to date, freedom of press and its present implications. Required for journalism minor. Offered online during fall and spring semesters, and fulfills the Writing Intensive Course requirement.

JOUR 3312. The Publications Process three hours

Deals with the practical concerns typical to anyone charged with producing a publication, particularly teachers who may supervise a student newspaper, yearbook, magazine, or handbook. Students will be encouraged to work on various college publications since"hands-on"knowledge of the skills necessary for publication production will be emphasized, including: reporting, editing, proofreading, layout, typography, photo selection, graphic design, desktop processing, and staff assessment and supervision. Required for English teaching specialization. PR: ENGL 1104, 1108.

JOUR 3334. News Photography three hours
Basic camera and developing techniques during four hours of lecture-laboratory time per week. Introduces photography as a means to document and a medium of expression. Camera, film supply, equipment and chemicals required. Taught with cooperation of Department of Technology. Limited enrollment.

JOUR 3341. Journalism Practice three hours
This is the capstone course of the journalism major and minor programs. In this course, students are required to perform on-the-job duties during a 100-hour internship, gaining experience in some area of journalism, in accordance with the stated goals of the journalism program. Assessment of student achievement of these goals will occur through both a submitted portfolio and the employer's reporting on the quality of the student intern's work. This course is required for all journalism education majors and journalism minors. Offered during fall and spring semesters. PR: JOUR 2240, 2270, 2280, 3312. Instructor's consent required.

Library Science
(School of Education/Health and Human Performance)

LIBS 1199. Special Topics in Librarianship one-twelve hours

LIBS 1105. Introduction to Library Science three hours
This course is an introduction to the study of Library Science, and is designed to provide students with a firm foundation of the history, philosophy, theory, professional literature, issues, and ethics related to the field. Students will explore the different kinds of libraries and their functions in society as well as modern issues in librarianship. Students will also become familiar with and learn how to use the basic tools of librarianship. Ethical issues related to the field will also be examined and addressed. Offered each semester.

LIBS 2200. Reference and Bibliography three hours
An introduction to basic reference sources, including their analysis, use, evaluation, and selection. Covers both printed and computer-based sources of information. Emphasizes practical reference skills. Spring semester only. PR: LIBS 1105.

LIBS 2209. Library Materials for Children three hours
A study of the philosophy and principles used in evaluating and selecting materials to support and enhance the curriculum for younger children, and designing educational lesson plans with library resources for children from birth through 11 years of age. Different types of library resources for children will be identified and their roles and applications in libraries and education explored. Spring semester only. PR: LIBS 1105

LIBS 2210. Library Materials for Adolescents three hours
A study of the philosophy and principles used in selecting materials and in designing library-media programs for young people. A wide variety of material is studied with an emphasis on collection development for young adults. Fall semester only.
PR: LIBS 1105.

LIBS 3302. Cataloging and Classification three hours
A hands-on cataloging course which includes descriptive cataloging, subject analysis and the creation of call numbers. Basic catalog management techniques are covered as well as technical processing skills. Fall semester only. PR: LIBS 1105.

LIBS 3303. Technologies and the Library three hours
This course is an introduction to the history, function and management of technologies and non-book material components in the library. Through hands on experience, the student will have the opportunity to operate and evaluate these technologies, components and other resources. Summer semester only. PR: LIBS 1105.

LIBS 3304. Organization and Administration three hours
A study of the philosophies, objectives and methodologies involved in the operation of libraries. Emphasizes policies, guidelines and standards, budget, staff, equipment and facilities, public relations, reports and statistics. First semester only. PR: LIBS 1105, 2200, and 3303.

LIBS 3305. Libraries in the Educational Process three hours
A study of the role of the library in the total school program. Focuses on the implementation of the school's goals through instruction, consultation, and curriculum support activities. Emphasizes a resource-based approach to learning. Spring semester only. PR: LIBS 1105, 2209, or LIBS 2210, 3303 or consent.

LIBS 4400. Library Practice three hours
A minimum of 100 hours of practical experience in a library. For a B.A. in Education this course must be taken concurrently with EDUC 4490 or 4495. Fall and spring semester. PR: LIBS 2200, 2210, 3302, 3303, 3304, and 3305.

Management
(School of Business)

MGMT 2209. Principles of Management three hours
The emphasis in the course is on the modern approach to the field of management. The theoretical and practical approaches are presented along with analytical techniques that are applicable in the various management and production areas.

MGMT 2214. Office Management three hours
Office management is the study of principles as applied to job analysis, production measurement, paper-flow analysis, office design, work allocation and scheduling, construction and use of procedures manuals, forms design, criteria for equipment acquisition, staffing, supervising and motivating employees, labor-management relations, employee benefits, and information distribution and retrieval technologies.

MGMT 3308. Human Resource Management three hours
A study of the field of personnel management and industrial relations including its background, development, and modern practices.

MGMT 3325. International Management three hours
The purpose of this course is to help students understand specific issues involved in managing operations of an international business firm in an increasingly globalizing environment.

MGMT 3370. Compensation and Benefits three hours
A comprehensive exploration of all forms of employee compensation management and benefit plans - including the various types of benefits and compensation devices found in the business, labor, government and academic communities. Focus areas in-

clude pay structures, internal and external pay equity, the compensation package, designing and planning well-conceived, efficient employee benefits. PR: MGMT 2209 and 3308.

MGMT 3371. Employee Relations three hours
This course examines the dynamics of employee-management relations, with emphasis on dealing with unions. Emphasis will also be directed toward methods of reducing employee-management conflict, understanding the grievance process and the role of arbitration, and the role of government in the employee relations process. PR: MGMT 2209 and 3308.

MGMT 3372. Human Resource Selection and Evaluation three hours
An in-depth study of legal, methodological, and substantive issues related to selection and performance appraisal of employees. Focus areas include concepts of job analysis, validation, test development and administration, adverse impact analysis, and affirmative action. PR: MGMT 2209, and 3308.

MGMT 3390. Organizational Behavior three hours
The purpose of the course is to introduce the student to the problems of human behavior in the organizational setting and the approaches available for solving these problems. The course will examine the theories on individual, interpersonal and group behavior in organizations, and will follow this with considerations of how organizations may be designed to utilize the talents of the individuals, and how managers may make use of the theories of motivation, communication, and interaction in accomplishing the objectives of the organization. PR: MGMT 2209.

MGMT 4400. Organizational Theory and Design three hours
This course is designed to provide students with an awareness and understanding of how organizations are designed and structured. Emphasis is placed on structural characteristics of organizations, how to shape those characteristics, and understanding their influences on the organization. PR: MGMT 2209.

MGMT 4402. Organizational Change and Development three hours
The course uses an experiential learning approach that provides potential and practicing managers with behavior science intervention theory and methods for improving organizational performance. The students' work will focus on planned change of organizational cultures and processes such as communication, team building, roles, conflict and structure with the aim of enhancing management behavior, human resources and productivity. PR: MGMT 3390 or Consent of Instructor.

MGMT 4405. Operations Management three hours
This course introduces students to various elements that comprise the field of operations management. It covers the most common production and operations concepts encountered in modern production systems. It also covers certain quantitative and statistical techniques that help evaluate the management of the firm's operations and performance. PR: BUSN 3310 and MGMT 2209.

MGMT 4409. Quantitative Management three hours
A study is made of the quantitative techniques which have been incorporated into the business environment in recent years. Menu-driven software is used to find solutions to problems associated with the more popular management science techniques. PR: BUSN 3310.

Manufacturing Engineering Technology
(College of Science and Technology)

MANF 1100. Materials and Processes three hours
Emphasis is placed upon the scientific concepts underlying the basic, procurement, process, fabrication and finishing industries while studying the physical and chemical properties of the organic and inorganic materials utilized in today's industrial complex.

MANF 2205. Engineering Economy three hours
Techniques of engineering economy as related to cost, design, and selection of materials. PR: MATH 1102.

MANF 2250. Total Quality & SPC three hours
The purpose of this course is to introduce students to concepts related to total quality management and statistical process control. Topics include the total quality concept, contributions of W. Edwards Deming, quality and competitiveness, establishing a customer focus, leadership and teamwork, decision-making and problem solving, foundations of statistical process control, and continuous improvement. PR: None.

Marketing
(School of Business)

MKTG 2204. Principles of Marketing three hours
A study of those business activities that direct the flow of goods and services from producers to consumers.

MKTG 2205. Salesmanship and Sales Management three hours
This course is a study of techniques appropriate to personal selling and managing sales people, both retail and contract. Students are given opportunities to construct and give presentations. PR: MKTG 2204.

MKTG 3305. Distribution and Logistics Management three hours
The purpose of this course is to help students understand specific issues involved in distribution and logistics management. Systematic approaches to the formulation of distribution and logistical strategies will be discussed. PR: MKTG 2204.

MKTG 3310. Consumer Behavior three hours
This course is a study of those activities, behaviors, and processes exhibited by consumers directly involving the selection, procurement, consumption, and disposition of products and services. PR: MKTG 2204.

MKTG 3320. Advertising and Sales Promotion three hours
This is a survey course of social, psychological, and some technical aspects of advertising and sales promotion for both business and journalism students. PR: MKTG 2204.

MKTG 3330. International Marketing three hours
The purpose of this course is to help students understand specific issues involved in entering international markets and conducting marketing operations on an international scale as opposed to a domestic scale.

MKTG 3340. Marketing Research three hours
This course is designed to introduce students to the nature and scope of market research and its role in designing and imple-

menting successful market programs. Among the topics covered are the market research process, research design, data collection and analysis. Basic and advanced statistics techniques will be discussed in detail, with emphasis on explaining the procedures, interpreting the results, and uncovering the managerial implications. PR: BUSN 3310 and MKTG 2204.

MKTG 3399. Special Topics in Marketing one-six hours

This is an advanced studies course in special select marketing topics. The topics studied will be determined by the instructor and approved by the School Head. PR: Completion of 12 hours of Marketing.

MKTG 4450. Marketing Management three hours

This course is designed to provide a more in-depth study of marketing theory and processes. Emphasis will be placed on the analysis and decision-making processes required of marketing managers. PR: Completion of 15 credit hours in Marketing.

Mathematics
(School of Science, Mathematics, and Computer Science)

MATH 1101. Applied Technical Mathematics I three hours

This course is an introduction of fundamental mechanics and techniques for performing operations with algebraic expressions and subsequently solving linear equations, systems of linear equations, and quadratic equations. This course also introduces trigonometric functions and is designed to develop methods of solving right angles and oblique triangles using trigonometry. This course cannot be used to satisfy the general studies math requirement. PR: (a) one unit of high school algebra and a MATH ACT score of 19 or higher or Elementary Algebra 0095, AND (b) one unit of high school geometry or Elementary Geometry 0096.

MATH 1102. Applied Technical Mathematics II three hours

This course is a continuation of Math 1101. Topics covered include solving radical equations and polynomial equations, complex numbers, exponential and logarithmic functions, inequalities, and trigonometry. PR: MATH 1101 with a "C" or better.

MATH 1107. Fundamental Concepts of Mathematics three hours

This introductory survey course is specifically developed to address the needs of a student's Liberal Studies requirements in mathematics. It is designed to strengthen computational skills while focusing on real-world problems. The mathematical topics may include critical thinking skills, sequences, set theory, probability, statistics, consumer mathematics, and the metric system. PR: (a) one unit of high school algebra and a Math ACT score of 19 or higher OR (b) MATH 0095, Elementary Algebra.

MATH 1110. Mathematics for Elementary Teachers I three hours

An introductory course in mathematical ideas, this course includes basic concepts of set theory, properties of operations and a logical development of the real number system and its subsystems. Understanding of the basic operations is stressed. This course cannot be used as math credit toward certification for teaching mathematics. This course cannot be used to satisfy the Liberal Studies math requirements. PR: (a) one unit of high school algebra and a MATH ACT score of 19 or higher OR (b) Elementary Algebra 0095.

MATH 1111. Intermediate Algebra three hours

This is a course in techniques for performing operations on polynomial, exponential, and rational expressions and subsequently solving linear and quadratic equations and inequalities. Equations and inequalities using absolute value and function notation are also covered. This course cannot be used as mathematics credit toward certification for teaching mathematics or for the general studies requirement in mathematics. PR: (a) One unit of high school algebra and a Math ACT score of 19 or higher OR (b) MATH 0095, Elementary Algebra.

MATH 1112. College Algebra three hours

This course includes a review of real numbers, algebraic expressions, equations and inequalities, graphing, matrix operations and properties, systems of equations, exponents and radicals, mathematical induction, binomial expansion, progressions, and related topics. PR: MATH 1111 OR high school algebra I and II with a MATH ACT score of 21.

MATH 1113. Applied Statistics four hours

This course is an introduction to statistics with appropriate applications. Topics covered are descriptive statistics, probability, binomial distribution, normal distribution, sampling, hypothesis testing, and regression and correlation. A problem solving approach and modern software will be used to study the normal, t, chi-square and F distributions. This course will be offered in the spring semester. PR: (a) MATH 1102 or MATH 1112 OR (b) two units of high school algebra, one unit of high school geometry, and an ACT mathematics score of at least 21.

MATH 1115. Trigonometry and Elementary Functions three hours

This course includes a study of circular and trigonometric functions, trigonometric identities, equations and graphs, vectors, logarithms, complex numbers, functions and inverse functions, and related topics. PR: (a) High school Algebra I and II with a MATH ACT score of 23 or higher or MATH 1112 AND (b) High school geometry.

MATH 1170. Introduction to Mathematical Analysis four hours

Math 1170 is designed to help those students pursuing a degree in mathematics, who have not had five years of high school mathematics, gain the mathematical maturity required for courses at the calculus level and beyond. Topics include: an introduction to formal logic and set theory, the principle of mathematical induction, properties of real and complex numbers with proofs, general functions and related notions, sequences and series. PR: (a) High school algebra I, algebra II, geometry, trigonometry with a MATH ACT score of 23 or higher or (b) MATH 1115.

MATH 1185. Applied Calculus I four hours

A study of calculus with an emphasis on its applications to science, business, technology, and social science. Topics covered using the derivative consist of functions and their graphs, max/min problems, related rates, approximation of change, and curvilinear motion. Topics covered using the integral consist of area, volume, and accumulation functions. Graphing calculators and mathematical software, will be introduced and used throughout the course. PR: (a) High school Algebra I and II, Geometry and Trigonometry and MATH ACT of 24 OR (b) MATH 1115 OR (c) a "B" in MATH 1102.

MATH 1186. Applied Calculus II four hours

A continuation of the study of calculus applied to science, business, technology, and social science. The integral will be further studied including applications of area, volume, accumulation functions, curvilinear motion, solutions to some simple differential equations, and other applications chosen from a variety of disciplines. Sequences and series involving convergence and diver-

gence, power series and Taylor polynomials and series will be studied. The calculus of vectors and multivariable functions will be introduced and partial derivatives and multiple integrals will be used to study applied problems from a variety of disciplines. Graphing calculators and mathematical software, will be used throughout this course. PR: MATH 1185.

MATH 1190. Calculus I four hours

This course is the calculus of one variable beginning with an intuitive study of limits and a geometric interpretation of the derivative. Topics include: differentiation of functions and the application of the derivative to graphing functions, approximating functions, solving max/min problems and related rate problems; antidifferentiation and its link to the signed area under a curve; the fundamental theorem of calculus and applications of the definite integral. PR: (a) High school Algebra I and II, geometry and trigonometry with a MATH ACT score of 25 OR (b) MATH 115 OR (c) MATH 1170 OR (d) MATH 1186.

MATH 1199. Special Topics in Mathematics one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

MATH 2200. Mathematical Logic three hours

Sentential and general theory of inference, theory of proof and definition, elementary intuitive set theory. PR: MATH 1115 or MATH 1170 or MATH 1190 or consent.

MATH 2201. Mathematical Logic three hours

A continuation of MATH 2200. PR: MATH 2200.

MATH 2206. Introduction to the Theory of Numbers three hours

Prime Numbers; the unique factorization theorem; congruencies, Diophantine equations; primitive roots; the quadratic reciprocity theorem. PR: MATH 1190 or consent.

MATH 2210. Mathematics for Elementary Teachers II three hours

A continuation of Math 110. Topics covered in the course include a continuation of the study of the real number system, an introduction to logic, probability, and statistics. PR: "C" in MATH 1110.

MATH 2212. Sets, Relations and Functions three hours

Topics to be studied are those related to sets, relations and functions which are common to most upper level mathematics courses. The course will be offered during the fall semester of each year. PR: MATH 1170 or MATH 1190 or Consent of Instructor.

MATH 2214. History of Mathematics three hours

A historical development of mathematical ideas beginning with the geometry and computational methods of antiquity and continuing through the calculus. PR: MATH 1115 or MATH 1170 or MATH 1190 or consent.

MATH 2216. Introduction to Discrete Mathematics three hours

This course is designed to provide a survey of the mathematical reasoning and the objects of study found in discrete mathematics. Topics considered include sets, relations, functions, combinatorics, graphs, trees, discrete probability, and recurrence relations. Interspersed throughout the course will be material on the nature of proof and analysis of algorithms. This course is offered in the fall semester. PR: MATH 1115 or MATH 1170 or MATH 1185 or MATH 1190 or consent.

MATH 3315. Calculus II four hours

This course is a continuation of Math 1190. Topics include applications of the definite integral, exponential and logarithmic functions, inverse trigonometric functions, techniques of integration, conic sections, plane curves and polar coordinates, limits involving indeterminate forms, improper integrals, sequences, and infinite series. This course is offered in the spring semester. PR: MATH 1190.

MATH 3316. Calculus III four hours

This course is a continuation of Math 315. Sequences and series will be followed by a study of calculus of two and three variables. Topics include vectors, dot product, cross product, lines, planes, vector functions and their derivatives and integrals, the study of quadratic surfaces, partial differentiation, gradient, and double and triple integrals. PR: (a) MATH 3315 OR (b) MATH 1186 and 1190 and consent of instructor.

MATH 3323. Mathematics for Elementary Teachers III three hours

This is the last of three courses intended to give prospective elementary teachers an adequate background and training in the concepts and skills of basic mathematics. A study of metric and non-metric geometry will be made, including both an informal and formal approach to proofs of elementary theorems. PR: a "C" or better in MATH 2210 or concurrent registration with consent of instructor.

MATH 3335. Probability and Statistics three hours

Sample spaces, events as subsets, probability axioms, finite sample spaces and equiprobable measure as special case, binomial coefficients and counting techniques applied to probability problems, conditional probability, independent events. Bayes' formula. Random variable, probability functions, density and distribution functions, special distributions, independent random variables. Poisson and normal approximation to the binomial, some statistical applications. Estimation and sampling, point and interval estimates, hypothesis-testing, power of a test, regression. PR: MATH 3316 or concurrent enrollment in MATH 3316.

MATH 3336. Probability and Statistics three hours

Random variables and distributions, sequences, of random variables, Markov chains, stochastic process. PR: MATH 3335.

MATH 3342. Numerical Analysis three hours

Solutions of equations. Functional iteration of equations, analysis of special methods such as the methods of false position and of Newton; iteration for systems of equations. Reduction to first order systems. Gaussian elimination and some iterative methods for inversion. PR: COMP 1102, Co-requisite MATH 3316.

MATH 3361. Abstract Algebra three hours

Sets, relations, functions, operations, etc. Algebraic systems: integers, rationals, matrices, etc. isomorphism and examples. Equivalence classes. Groups. Subgroups, cyclic groups, basic theorems, Lagrange's theorem. Homomorphism, normal subgroup, quotient group. The isomorphism theorems. Rings, integers, matrices, polynomials, integral domains, fields, quotient field. Homomorphism, ideals, residue class rings. Unique factorization domains. Euclidean domains, integers, polynomials over a field. Division algorithm, highest common factor, unique factorization in Euclidean domain. PR: MATH 1190 and MATH 2212, or consent of instructor.

MATH 3362. Linear Algebra three hours

Vector spaces abstractly defined. Linear dependence and independence. Bases and subspaces. Dimension of linear space. Linear mappings, kernel and image of a map. Rank of a map. Linear maps as a vector space. Composition of mappings and multiplication of matrices. Relation between linear mappings and systems

of linear equations. Row reduced echelon matrix, invertible matrices, calculation of inverse. Linear inequalities and half spaces. PR: MATH 3315 or Co-requisite MATH 3315 or consent.

MATH 3372. Modern Geometry three hours

A brief review of informal Euclidean Geometry, including areas and volumes. A formal development of Euclidean geometry utilizing concepts such as incidence, convexity separation, distance functions, angular measurement functions. Other geometric topics such as topology, non-Euclidean geometry, finite geometries, projective geometry and transformational geometry are briefly introduced. This course is offered in the fall semester of even years. PR: MATH 1190 or consent.

MATH 3375. Topology three hours

This course consists of the study of topological spaces and topological notions including continuity, convergence, separation, compactness, and connectedness. PR: (a) MATH 2212, 3316 OR (b) consent of instructor.

MATH 3391. Real Analysis three hours

Real numbers, topology of the reals, infinite series, continuous functions, sequences and series of functions, differentiation, integration, power series. PR: MATH 2212, 3316.

MATH 4400. Seminar one-three hours. PR: Consent.

MATH 4401. Differential Equations three hours

First-order and simple higher-order ordinary differential equations and their applications, linear differential equations with constant coefficients and their application, simultaneous differential equations and their applications, the numerical solution of differential equations, solution of differential equations by use of series. PR: MATH 3316.

MATH 4411. Advanced Calculus three hours

Sets, relations and functions, composite and inverse functions, countable sets, ordered fields, sequences, operations with sequences, nested intervals, Cauchy sequences, open and closed sets, limits and continuity, differentiation, integration. PR: MATH 2212, 3316.

MATH 4413. Introduction to Complex Variables three hours

The algebra and geometry of complex numbers. Definitions and properties of elementary functions, e^x, sin x, log z, Analytic functions, limits, derivatives, Cauchy-Riemann equations. Integration. Integrals, functions defined by integrals. Maximum modulus, Liouville's theorem, fundamental theorem of algebra. Series. Taylor and Laurent series. Uniform convergence, term-by-term differentiation, uniform convergence in general. Domain of convergence and classification of singularities. The residue theorem. PR: MATH 2212, 3316.

MATH 4431. Methods and Materials in Teaching Mathematics three hours

This course is designed for senior education majors with a math teaching specialization in either grades 5-Adult or 5-9. Mathematics curricula and methods at the middle and high school levels are studied. Numerous laboratory experiences such as microteaching and math tutoring are required. 5-9 and 5-Adult must complete Math 4431 prior to enrolling in the IPP. This course is offered in the fall semester. PR: 5-9 majors: Math 1185 and a 2.75 average in math courses completed; 5-Adult majors; Math 3316 or consent and a 2.75 average in math courses completed.

Mechanical Engineering Technology

(College of Science and Technology)

MECH 1100. Statics three hours

The study of force systems that act on rigid bodies that are in static equilibrium. Topics of study include the analysis of coplanar and noncoplanar force systems using analytical and graphical methods, PR: MATH 1101 with a "C" or better, Co-requisites: MATH 1102.

MECH 2200. Strength of Materials four hours

The analysis of stress and deformation of deformable bodies under the action of forces. The design and selection of tension and compression members, shafts and beams. Topics of study include stress and strain, Hook's Law, mechanical properties of engineering materials, torsion, bending, and buckling theory. PR: MATH 1102 and MECH 1100 with a "C" or better in both.

MECH 2210. Thermodynamics I three hours

A beginning course to introduce the study of the thermodynamic laws of conservation of mass and energy. Applications in the analysis of energy sources, transformations and utilizations. PR: MECH 100 with a "C" or better, Co-requisites: PHYS 1101, TECH 2290 OR MATH 1185.

MECH 2220. Fluid Mechanics three hours

A study of the mechanics of fluid systems. Topics include fluid statics and dynamics, dimensional analysis and similitude, steady flow of incompressible fluids in pipes, ducts, and open channels; steady flow of compressible fluids over surfaces and about immersed bodies; and turbomachinery. PR: MECH 2200, TECH 2290 OR MATH 1185, or consent of instructor.

MECH 2240. Machine Design I three hours

Application of the principles of mechanics to the design and selection of machine components. Topics of study include: beams, columns, shafts, gears, bearings, belts, brakes, and springs. Design projects will be assigned and computer solutions will be utilized. PR: MECH 2200, C.S. 1101, TECH 2290 OR MATH 1185.

MECH 3300. Thermodynamics II three hours

A continuation of the study of thermodynamics with special emphasis on equations of state, calorimetry, processes, heat engines, and the Second Law of Thermodynamics. Topics include PVT relationships of pure substances, caloric equations of state, properties of multi-phase substances, processes of compressible and incompressible gases, liquids, solids, and multi-phase substances; the Carnot heat engine, entropy, refrigeration and heat pump cycle, the Third Law of Thermodynamics, and the analysis of Carnot cycles. PR: MECH 2210; Co-Requisite: TECH 3300 OR MATH 1186.

MECH 3320. Dynamics three hours

The study of Newtonian dynamics of particles and rigid bodies in plane motion. Topics of study include: Kinematics, Newton's Laws, work and energy principles and impulse momentum. PR: MECH 1100, TECH 2290 OR MATH 1185. Baccalaureate Majors Only.

MECH 3330. Heat Transfer I three hours

A study of heat energy interactions in solids, liquids, and gases. Topics include: fundamental laws of conduction, convection, and radiation heat transfer. PR: PHYS 1102, TECH 3300 OR MATH 1186, MECH 2210, MECH 2220. Baccalaureate Majors Only.

MECH 3340. Heating, Air Conditioning and Ventilation Three hours

A study of the principles of fluid mechanics, thermodynamics

and heat transfer as applied to HVAC systems. Topics include: heating and cooling load calculations, heating, air conditioning and refrigeration systems; automatic controls; heat pumps for heating and cooling; solar heating and cooling systems. PR: MECH 2220, 3300, 3330, TECH 3300 OR MATH 1186.

MECH 3350. Numerical Methods three hours
A study of numerical methods with application to the formulation and solution of engineering problems. Topics include mathematical modeling, engineering problem solving, roots and equations, curve fitting, numerical integration, and ordinary differential equations. Digital computers and software are used extensively. PR: COMP 1101, PHYS 1101, TECH 2290 OR MATH 1185.

MECH 4400. Mechanical Measurements three hours
The study of the measurement of motion, force, torque and power with emphasis on strain measurement and strain gage techniques with instrumentation. Topics also include error analysis, and curve fitting. PR: MECH 3320.

MECH 4410. Thermodynamics III three hours
A continuation of the study of thermodynamics with special emphasis upon application to heat, power and refrigeration systems. Topics include: energy availability and irreversibility in open and closed thermodynamic systems; mixtures of gases and vapors; reactive systems; internal and external combustion power cycles; reversed cycles and flow through nozzles and diffusers. PR: MECH 3300, MECH 3330.

MECH 4430. Heat Transfer II three hours
A continuation of the study of conduction, convection, and radiation heat transfer with emphasis upon application to residential, commercial and industrial and heat exchanger design. Topics include: steady-stated transient heat conductions; free and forced heat convection, condensing and boiling heat transfer; radiation, transfer by combined mechanisms, numerical and analog methods. PR: MECH 3330.

MECH 4440. Engineering Systems Design Laboratory three hours
A study of analog, digital and mixed engineering systems; similitude of mechanical and electrical engineering systems; dimensional analysis and theory of models. PR: MECH 3300, MECH 3320, MECH 3330.

Military Science
(College of Liberal Arts)

Basic Phase Courses - No uniform or haircut requirement

MLSC 1105. Military Science I Part A two hours
This basic introductory course will cover the organization and development of the United States Army and Army ROTC; basic leadership concepts; general military subjects, including first aid, map reading and United States Army equipment. Rappelling is offered as an optional personal enrichment subject. PR: Freshmen or sophomore standing or consent.

MLSC 1106. Military Science I Part B two hours
The discussion will involve the role of the United States in world events, policies and traditions in peace and war; continued instruction in leadership fundamentals and general military subjects, including further study of first aid and map reading. Optional personal enrichment subjects will include rappelling and visits to army installations. PR: Freshmen or sophomore standing or consent.

MLSC 1107. Military Science II Part A two hours
This course involves a more in-depth study of leadership and management with emphasis on the fundamental concepts and skills required of today's citizen-soldier. Instruction will be provided in basic military skills such as drill and ceremonies and land navigation. PR: Freshmen or sophomore standing or consent.

MLSC 1108. Military Science II Part B two hours
Intermediate-level instruction is provided in fundamentals of leadership and management with emphasis on the military application of these fundamentals. An introduction will be given to small-unit tactics and organizations. Further instruction is provided in basic military skills. PR: Freshmen or sophomore standing or consent.

MLSC 1199. Special Topics in Military Science one-six hours
Studies in special selected topics. The topic to be studied will be determined by instructor and approved by the School's chairman. Advanced Phase Courses - Commitment to Military Science Obligation

MLSC 2211. Military Science III Part A three hours
This course examines the requirements for military training and the psychological and technical aspects of effective instruction, as well as the military career system and the occupational specialties options available. Practical leadership training activities such as drill and ceremony and physical training (which also provides required physical conditioning) is included. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: MS I and II course completion; or prior military service; or completion of basic training, or Leaders Training Camp attendance and consent of instructor; or instructor's consent under the alternate Entry Option Program.

MLSC 2212. Military Science III Part B three hours
Race relations/drug abuse and alcohol seminars are conducted to familiarize students with the leadership techniques involved in coping with these social problems. Additionally, practical training is conducted in squad and platoon-level tactics; further practical leadership training is provided by activities such as drill and ceremony and physical training (which also provides required physical conditioning); students are prepared for Advanced Camp. Two lectures and three one-hour leadership/military physical training laboratories each week. PR: MLSC 2211 or consent.

MLSC 2213. Military Science IV Part A three hours
This course stresses the responsibilities of an officer and affords leadership experience through performance as a cadet leader. Military staff procedures, military law, and tactical military operations, which prepare the student for future service, are studied. Practical leadership training is stressed by participation in and evaluation of activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: MLSC 2211 and 2212.

MLSC 2214. Military Science IV Part B three hours
Advanced leadership techniques, behavior patterns, and personnel management problems are discussed in seminars. The military role in United States foreign policy, military history, and world affairs is examined. Practical leadership training involves taking part in and evaluating activities such as drill and ceremony and physical training (which also provides required physical conditioning). Two lectures and three one-hour leadership/military physical training laboratories each week. PR: MLSC 2211, 2212 and 2213.

Music
(School of Fine Arts)

Note: All applied courses (MUSI 1102, 1103, 3303, 1107, 3307, 1141, 3341, etc., including those marked with an asterisk):
a. Open to students with sufficient musical background to benefit from individual instruction in techniques of playing band and orchestral instruments. Acceptance of the student will be the prerogative of the instructor. See Music Department Handbook for applied requirements.
b. One hour credit applied music courses require one-half hour lesson per week plus daily practice of one hour.
c. Two-hour credit applied music courses require one hour lesson per week plus two hours daily practice.
d. Student desiring to take two hours for applied lessons must have the permission of their instructor. This permission is usually given only to music majors.

MUSI 1101. Concerts, Recitals, and Seminars credit

Pass or fail to be issued each semester. Scheduled concerts, seminars. Music majors and minors are required to attend 50 percent of these programs each semester enrolled in college, except when practice teaching.

MUSI 1102 Introduction to Keyboard I one hour

This course in beginning piano is designed as an elective for the student not majoring or minoring in music. It is conducted in a piano lab setting which allows both individual and group participation. (I: Fall semester)

MUSI 1103 Introduction to Keyboard II one hour

This course in early intermediate piano is designed as an elective for the student not majoring or minoring in music. It is conducted in a piano lab setting which allows both individual and group participation. (II: Spring semester) Prerequisite for Introduction to Keyboard II: Introduction to Keyboard I or instructor permission.

MUSI 1104 Functional Piano I one hour

This course is required of all students majoring or minoring in music. Successful completion of Functional Piano IV is required to pass the piano proficiency requirement for music education and the music minor. Piano majors and minors with a piano emphasis may substitute Keyboard Accompanying or other applied electives. (I: Fall semester)

MUSI 1105 Functional Piano II one hour

This course is required of all students majoring or minoring in music. Successful completion of Functional Piano IV is required to pass the piano proficiency requirement for music education and the music minor. Piano majors and minors with a piano emphasis may substitute Keyboard Accompanying or other applied electives. (II: Spring semester) Prerequisite for Functional Piano II: Functional Piano I or instructor permission by proficiency exam.

MUSI 1106 Guitar Class I-II one hour

This course is designed for all students in beginning guitar. This will be conducted as a class with each member being offered the opportunity for participation. PR: For Guitar Class II, Guitar Class I.

MUSI 1107 Piano one-two hours
MUSI 3307 Upper-level Piano one-two hours

One credit hour equals one half-hour private piano lesson per week. Two credit hours equal one one-hour private lesson per week. Students must consult with instructor for lesson placement during the first week of classes. PR: Permission of instructor.

MUSI 1108. Beginning Theory (on demand) two hours

This course is designed for beginning music students who need additional background in theory.

MUSI 1109. Theory, Comprehensive four hours

This course is organized in five interacting streams of study to develop the skills necessary for the perception and understanding of music. These streams of study are comprised of formal and harmonic analysis, composition, ear training, keyboard harmony and singing. This study surveys the compositional techniques of the eighteenth and nineteenth centuries. A weekly lab of five minutes is required. Fall Semester.

MUSI 1110. Theory, Comprehensive four hours

A continuation of Theory 1109, with emphasis in compositional study involving modulation and musical perception with and without score. Five minute laboratory. PR: MUSI 1109. Spring Semester.

MUSI 1120. Music Appreciation three hours

An introduction to western art music, music of other cultures, and styles of popular music. Students are encouraged to develop their own perspectives, talents, listening/critical skills, and appreciation for the musical interests of others. Regular use of sound and video recordings of music will play an integral part in the class.

MUSI 1139. Voice Class (first semester) one hour

Course consists of a study of fundamentals of voice production: breathing, resonance, articulation, and style. Fall Semester

MUSI 1141.* Voice I-IV; 3341. Voice I-IV (last four semesters) one-two hours

Open to students who have sufficient musical background and vocal quality to merit individual instruction. The principles of proper vocal production are stressed with later emphasis upon solo repertoire in English, Italian, German, and French.

MUSI 1167. Collegiate Singers one hour

A large mixed chorus open to all students. The Collegiates perform literature from the Renaissance to modern and popular styles. Activities include one or two performances per semester and a spring tour.

MUSI 1168. Marching Band two hours

Open to students who play a band instrument or have the necessary skills to participate in one of the auxiliary units such as flags, rifles, or twirlers. The Marching Band performs at all home football games during the fall semester and at various marching band activities such as parades and festivals. Fall Semester.

MUSI 1169. Concert Band one hour

Open to all students who can play a band instrument. Students study and perform a wide variety of band literature. Spring Semester.

MUSI 1172. College-Community Symphony Orchestra one hour

Open to all students and members of the community who can play an orchestral instrument needed to keep a balanced organization. The course is designed to present the study and performance of orchestral literature appropriate to the playing ability of its members. Audition or admission at the discretion of the director.

MUSI 1175.* Guitar I-IV; 375. Guitar I-IV (last four semesters) one-two hours

MUSI 1177.* Percussion I-IV; 3377. Percussion I-IV (last four semesters) one-two hours

MUSI 1179.* Saxophone I-IV; 3379. Saxophone I-IV (last four semesters) one-two hours

MUSI 1181.* Flute I-IV; 3381. Flute I-IV (last four semesters) one-two hours

MUSI 1183.* Clarinet I-IV; 3383. Clarinet I-IV (last four semesters) one-two hours

MUSI 1185.* Oboe I-IV; 3385. Oboe I-IV (last four semesters) one-two hours

MUSI 1187.* Bassoon I-IV; 3387. Bassoon I-IV (last four semesters) one-two hours

MUSI 1189.* Trumpet or Cornet I-IV; 3389. Trumpet or Cornet I-IV (last four semesters) one-two hours

MUSI 1191. *Baritone Horn I-IV; 3391. Baritone Horn I-IV(last four semesters) one-two hours

MUSI 1193.* French Horn I-IV; 3393. French Horn I-IV (last four semesters) one-two hours

MUSI 1195.* Trombone I-IV; 3395. Trombone I-IV (last four semesters) one-two hours

MUSI 1197.* Tuba I-IV; 3397. Tuba I-IV (last four semesters) one-two hours

MUSI 1198 Organ I-IV; 3398. Organ I-IV (last four semesters) one-two hours

The program of study will be fitted to the individual needs of the subject. Prerequisite: Piano proficiency and appraval of instructor.

MUSI 1199. Special Topics in Music one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs

MUSI 2200.* Violin I-IV; 3300. Violin I-IV (last four semesters) one-two hours

MUSI 2201.* Viola I-IV; 3301. Viola I-IV (last four semesters) one-two hours

MUSI 2202.* Cello I-IV; 3302. Cello I-IV (last four semesters) one-two hours

MUSI 2203. Bass Violin I-IV; 3303 Bass Violin I-IV (last four semesters) one-two hour

MUSI 2203. Functional Piano III one hour

This course is required of all students majoring or minoring in music. Successful completion of Functional Piano IV is required to pass the piano proficiency requirement for music education and the music minor. Piano majors and minors with a piano emphasis may substitute Keyboard Accompanying or other applied electives. (III: Fall semester) Prerequisites for Functional Piano III: Functional Piano I and II or instructor permission by proficiency exam.

MUSI 2205 Functional Piano IV one hour

This course is required of all students majoring or minoring in music. Successful completion of Functional Piano IV is required to pass the piano proficiency requirement for music education and the music minor. Piano majors and minors with a piano emphasis may substitute Keyboard Accompanying or other applied electives. (IV: Spring semester) Prerequisites for Functional Piano IV: Functional Piano I, II, and III or instructor permission by proficiency exam.

MUSI 2206. Music Apprec. for Majors three hours

A survey of the history and literature of music for the music major and minor. The study of the various styles and forms of western art music, world music, and popular music will include regular use of sound and video recordings. The purpose of the course is the development of a greater depth of understanding and appreciation of music.
Spring semester.

MUSI 2209. Theory Comprehensive four hours

Continuation of MUSI 110 covering theoretical principles of the baroque and classical periods. Emphasis on contrapuntal forms and compositions of large formal structures. Five minutes laboratory each week. PR: MUSI 1110. Fall Semester.

MUSI 2210. Theory, Comprehensive four hours

Continuation of MUSI 2209 developing the skills necessary for the perception and understanding of music. Features theoretical principles of the romantic and twentieth centuries. Five minutes laboratory each week. PR: MUSI 2209. Spring Semester.

MUSI 2211. String Class one hour

This course is open to all students with sufficient background in music. A working knowledge of string instruments is attained through class instruction.

MUSI 2213. Brass Class one hour

This course is open to all students with sufficient background in music. A working knowledge of brass instruments is attained through class instruction. Fall Semester.

MUSI 2215. Woodwind Class one hour

This course is open to all students with sufficient background in music. A working knowledge of woodwind instruments is attained through class instruction. Spring Semester.

MUSI 2217. Percussion Class one hour

Open to all students with sufficient background in music. A working knowledge of percussion instruments is attained through class instruction. Spring Semester.

MUSI 2219. Guitar Class for Music Majors one hour

This course is an introduction to skills required for playing and teaching the guitar and other fretted instruments. Topics include fundamentals of technique, chord accompaniment, notation systems, and evlauation of teaching materials. This course is required of all music education majors.

MUSI 2231. Elementary Music I three hours

This course gives the student a background in music theory, terminology of music, rhythm, music reading, chord construction and use of the keyboard and classroom instruments needed by the classroom teacher. Required for all elementary education majors. Fall Semester.

MUSI 2232. Elementary Music II three hours

Application of course work from 2231, including teaching methods and music lesson planning using state content standards. Integration of music activities with elementary classroom curriculum is emphasized. PR: MUSI 2231. Spring Semester.

MUSI 2245. Fundamentals of Conducting two hours
This course is designed to acquaint the student with standard conducting techniques including a working knowledge of all standard beat patterns; the active gestures including legato, staccato and tenuto gestures as well as gestures of syncopation; the passive gestures; the analysis of various types of fermata and a thorough understanding of transposition. PR: MUSI 1109. Spring Semester.

MUSI 2247. Stage Band one hour
A traditional jazz ensemble open to saxophonists, trombonists, trumpeters, percussionists, guitarists, bassists, and pianists regardless of academic major. The ensemble explores a variety of jazz, jazz-rock, and other styles. PR: Audition or admission at the discretion of the director.

MUSI 2249. Advanced Woodwind Ensemble one hour
Open to advanced woodwind students. Includes various Woodwind ensembles. PR: Audition or admission at the discretion of the director.

MUSI 2251. Instrumental Repair and Maintenance I two hours
A survey of the simple instrumental repair problems that are commonly encountered in a school music program. Practical repair experiences are included where appropriate. Offered on demand.

MUSI 2275. Advanced Brass Ensemble one hour
Open to advanced instrumental students. Designed to give students an opportunity to participate in small ensembles. Groups meet on a regular weekly rehearsal schedule under faculty direction. PR: Audition or admission at the discretion of the director.

MUSI 2277. Chamber Choir one hour
Open to advanced vocal students. Designed to give students experience in small ensemble participation. Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition at beginning of each semester.

MUSI 2279. Advanced Percussion Ensemble one hour
Open to advanced percussion students and students with percussion experience. Designed to give students experience in small ensemble participation: Groups meet on a regular rehearsal schedule under faculty direction. PR: Audition or admission at the discretion of the director.

MUSI 3309. Orchestration two hours
A survey of the technical abilities and limitations of the instruments of the orchestra and band with an emphasis on the practical fundamentals of score preparation.

MUSI 3310. Counterpoint (on demand) two hours
A study of the style and technique involved in the writing of sixteenth century polyphonic music. PR: MUSI 2210.

MUSI 3311. Form and Analysis (on demand) two hours
A study of form and the analysis of music as found in the literature from the seventeenth to the twentieth century. PR: MUSI 2209.

MUSI 3312. Composition (on demand) two hours
This course is designed to teach, through the study of various types of music; a basic and accepted approach to creative composition. PR: MUSI 2209.

MUSI 3313. Music in Western Civilization to 1750 three hours
An in-depth study of music history and literature from Antiquity through the Baroque Period. PR: permission of instructor. Fall semester.

MUSI 3314. Music in Western Civilization since 1750 three hours
An in-depth study of music history and literature from the Classical Period to the present. PR: permission of instructor. Spring semester.permission of instructor. Spring Semester.

MUSI 3320. Techniques of Keyboard Accompanying one hour
A course designed to acquaint music majors with the techniques involved in playing keyboard accompaniments for performing groups, soloists, and chamber music. Regularly scheduled laboratory experiences in playing accompaniments for vocal and instrumental soloists and ensembles will be provided. Sight-reading, transposition, and various technical exercises will also be included. Recommended for piano majors. PR:Permission of instructor. Offered on demand.

MUSI 3328. Elementary Music Methods and Materials for Majors, K-6 two hours
This course is an in-depth introduction to various teaching methods and materials that can be used by the elementary music teacher. Methods introduced will include Dalcroze, Gordon, Kodaly, and Orff. Materials will be derived from numerous sources and will include music from many countries and cultures. Basic skills in voice, recorder, autoharp, and Orff instruments will be practiced and demonstrated. Students will practice writing and teaching lesson plans at the K-6 grade levels. PR: MUSI 1110, 1139 and/or 1141. Fall Semester.

MUSI 3347. Advanced Conducting two hours
This course is a continuation of the techniques studied in MUSI 2245 (Fundamentals of Conducting) with an emphasis on refinement of the manual technique as well as basic analytical and marking techniques required for score preparation. PR: MUSI 2245. Fall Semester.

MUSI 4425. Marching Band Techniques two hours
This course is designed to explore the various components needed to direct a successful marching band program. Topics will include: philosophies, administration, basic marching techniques, show design, accurate charting, music selection, auxiliary units, uniforms, and rehearsal techniques. Fall Semester.

MUSI 4429. Instrumental Methods, Materials and Administration two hours
Advanced and practical application instrumental conducting techniques, methods, administration and materials used in teaching instrumental music in the secondary schools. PR: MUSI 2209 and 2245. Spring Semester.

MUSI 4430. Choral Methods, Materials and Administration two hours
Advanced and practical application of choral conducting techniques, methods, administration, materials used in teaching choral music in the secondary schools. PR: MUSI 2209 and 2245. Spring Semester.

MUSI 4431. Methods and Materials in Teaching Music, 7-12 three hours
Techniques, methods and materials used in teaching and administering general music classes and high school music classes. Fall Semester. PR: MUSI 3328, 4429, and 4430.

MUSI 4432. Choral Workshop (on demand) two hours

Offered to upgrade choral instructor's teaching techniques and administration. Includes experiences in conducting choral groups, interpretation, participating in choral rehearsals and performances, and the study of problems related to choral teaching and administration.

MUSI 4433. Instrumental Workshop (on demand) two hours

Offered to upgrade instrumental teaching techniques and administration of instructors. Includes experiences in conducting instrumental groups, interpretation, participating in instrumental rehearsals and performances, and the study of problems related to instrumental teaching and administration.

MUSI 4434. Composition Workshop (on demand) two hours

Study of the composition of choral and instrumental works. Experience of hearing works performed by live groups provided.

MUSI 4435. Music Production Workshop one-three hours

A laboratory experience in music theater. Course culminates in a public presentation of opera or musical comedy. PR: Consent of instructor.

MUSI 4437. Area Studies in Music Literature I-III one-three hours

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

MUSI 4438. Area Studies in Music Literature I-III one-three hours

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

MUSI 4439. Area Studies in Music Literature I-III one-three hours

Concentrated study of selected areas of music. The area selected to be determined by the instructor. PR: Consent of instructor.

MUSI 4440. Senior Recital one hour

(See Music Department Handbook). All music majors are required to present a senior recital or its equivalent before the faculty jury or public.

MUSI 4442. & 4443. Theory Workshop (on demand) two-three hours

Identification of suitable materials for the teaching of theory in the high schools as well as methodology and pedagogical procedures for theory instruction. May be repeated for additional credit-maximum 6 hours.

MUSI 4444 Elementary Workshop (on demand) one or two hours

Identification of suitable materials for the teaching of elementary music as well as new and innovative methodology. May be repeated for additional credit-maximum 4 hours. PR: MUSI 3328 or permission of instructor. Offered on demand.

Nursing
(School of Nursing and Allied Health Administration)

NURS 1101. Fundamentals of Nursing six hours

This course is designed to introduce the beginning student to the nursing process and its application in clinical practice. The lecture portion presents those concepts basic to the practice of nursing. The laboratory experiences involve the student in the implementation of skills related to basic needs and life processes. (4 hours class, 6 hours lab.) PR: Admission to the nursing program. Taken concurrently with BIOL 1170, FOSM 2200. Fall Semester.

NURS 1102. Transition for Licensed Practical Nurses one hour

This course introduces the concepts and processes essential to nursing practice. A major focus is on nursing role and role transition from licensed nurse to registered nurse. PR: The student must be enrolled in the Associate Degree Nursing Program at Fairmont State College and be a Licensed Practical Nurse or a graduate of a practical nursing program. Fall Semester.

NURS 1104. Adult Health I four hours

This course is designed to assist students to gain knowledge of common health problems of adults and to use the nursing process to assist individuals to promote and attain health. Em≠phasis is placed on the following life processes: protective function (perioperative and oncology) and metabolism (diabetes and endocrine). The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for hospit≠al≠ized clients using primary nursing will enable the student to acquire knowledge and skills related to the theory content and the student's individual needs. The student is expected to integrate and use knowledge and skills acquired in prerequisite courses (4 hours class, 12 hours lab). PR: Nursing 1101, FSM 2220, Biology 1170. Concurrently: Allied Health 1106, Biology 2205. A current Basic Life Support Card is required. Spring Semester first eight weeks.

Nursing 1105. Adult Health II four Hours

This course is designed to assist students to gain knowledge of common health problem of adults and to use the nursing process to assist individuals to promote and attain health. Em≠phasis is placed on the following life processes: sensorimotor–musculoskeletal, elimination–gastrointestinal, and development–reproductive. The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for hospitalized clients using primary nursing will enable the student to acquire knowledge and skills related to the theory content and the student's individual needs. The student is expected to integrate and use knowledge and skills acquired in prerequisite courses (4 hours class, 12 hours lab). PR: Nursing 1101, FSM 2220, Biology 1170. Concurrently: Allied Health 1106, Biology 2205. A current Basic Life Support Card is required. Spring Semester second eight weeks

Mastery of Adult Health 1106. 0 Hours

This theory-based course is designed to readdress concepts and knowledge presented in This course will also focus on test-taking, study skills, and active learning techniques. This is a 2-week course offered in the summer. (Total 32 lecture hours)

Mastery of Adult Health 1107. 0 Hours

This theory-based course is designed to readdress concepts and knowledge presented in Adult Health 1105 regarding common health problems in adults and the following life processes: sensorimotor, elimination, and development. This course will also focus on test-taking, study skills, and active learning techniques. This is a 2-week course offered in the summer. (Total 32 lecture hours)

NURS 1199. Special Topics in Nursing one-twelve hours

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Taught as needed.

NURS 2201. Psychiatric Nursing six hours

This course is a study of the concepts of mental health and common problems of mental illness as they affect the individual and the family. Selected laboratory experiences enable the student to use the nursing process to meet the needs of hospitalized clients having a functional disorder. This course stresses self-awareness, improving therapeutic communication skills, and establishing interpersonal relationships. Topics also include common maladaptive behavioral patterns, current therapies and community mental health resources. The life processes of protective function, psychosocial environment, and developmental concepts are addressed as they apply throughout the course. This is a 4-week course offered in the summer. (Total 55 lecture hours, 70 hours lab.) PR: ALLH 1106, BIOL 2205, NURS 1103, PSYC 1101. Summer.

NURS 2204. Trends in Nursing two hours

Trends in Nursing is a course designed to promote an understanding of the major trends and problems affecting nursing: historical, political, social, economic, legal, educational, professional and personal. Current issues and career opportunities also will be discussed. Emphasis will be placed on legal rights and responsibilities and ethical decision-making. PR: NURS 2201. Fall Semester.

NURS 2205. Maternity Nursing four hours

Maternity nursing is an introduction to the physiological, psychological, and social changes related to the nursing process as it affects both the childbearing mother and the family unit. Emphasis is placed on the normal life processes with comparison to the abnormal. Antepartal and postpartal experiences include observation in physicians' offices and clinics. Experiences in labor and delivery, immediate postpartal and neonatal care are provided in a hospital setting. Eight weeks. (4 hours class, 12 hours lab.) PR: NURS 2202, 2204. Spring Semester.

NURS 2206. Nursing of Children four hours

This course is designed to help the student gain a better awareness of the sequence of normal growth and development during the life processes of childhood. Health problems, disorders, and illnesses of children in each stage of development from infancy through adolescence are considered. A family centered approach to child care, utilizing the nursing process, is emphasized. Special consideration is given to preventive and teaching aspects of concern to the patient and family. Selected clinical experiences include care of children in health facilities as well as other community agencies. Eight weeks. (4 hours class, 12 hours lab.) PR: NURS 2202, 2204. Spring Semester.

NURS 2207. NCLEX Review one hour

This course is designed to improve decision-making and critical thinking skills. It includes classroom practice to develop test-taking skills and computer review of specified software programs designed to prepare graduates for the national nursing licensure examination. It is a required course for students who do not achieve a satisfactory performance level on medical-surgical achievement exams. This course may be taken for elective credit by students in the last semester of the associate-degree nursing program or students planning to retake the NCLEX-RN. Spring semester 8 week course.

Nursing 2222. Adult Health III four Hours.

This course is designed to assist students to gain knowledge of common health. Problems of adults and to use the nursing process in assisting individuals and families to promote and attain health Emphasis is placed on oxygenation (vascular/hematologic, respiratory, and cardiac).≠ The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for clients in the hospital and in community agencies will enable the student to acquire knowledge and skill related to theory content,and the student's individual needs. The nursing role of manager of care is developed with the involvement of the student in team nursing. Leadership, delegation, and collaboration are explored by the student while assuming team roles of team leader, medication nurse, and patient educator. (4 hours class, 12 hours lab). PR: Nursing 1104, Nursing 1105, Nursing 2201. The 12 hours for clinical include 11 hours on the hospital unit and one hour for preplanning. A current Basic Life Support card is required. Fall Semester first 8 weeks

Nursing 2223. Adult Health IV four Hours.

This course is designed to assist students to gain knowledge of common health problems of adults and to use the nursing process in assisting individuals and families to promote and attain health. Emphasis is placed on the following life processes: sensorimotor (neurological and eye/ear), elimination (renal), and protec≠tive function (burns). The other life processes are considered as they apply throughout the course. Selected laboratory experiences in caring for clients in the hospital and in community agencies will enable the student to acquire knowledge and skill related to theory content, and the student's individual needs. The nursing role of manager of care is developed with the involvement of the student in team nursing. Leadership, delegation, and collaboration are explored by the student while assuming team roles of team leader, medication nurse, and patient educator. (4 hours class, 12 hours lab). PR: Nursing 1104, Nursing 1105, Nursing 2201. The 12 hours for clinical include 11 hours on the hospital unit and one hour for preplanning. A current Basic Life Support card is required. Fall Semester second 8 weeks

Mastery of Adult Health 2224. 0 Hours.

This theory-based course is designed to readdress concepts and knowledge presented in Adult Health 2222 regarding common health problems in adults and the following life process: oxygenation. This course will also focus on test-taking, study skills, and active learning techniques. This is a 2-week course offered between Fall and Spring Semesters. (Total 32 lecture hours)

Mastery of Adult Health 2225. 0 Hours.

This theory-based course is designed to readdress concepts and knowledge presented in, Adult Health 2223 regarding common health problems in adults and the following life processes: sensorimotor, elimination and protective function. This course will also focus on test-taking, study skills, and active learning techniques. This is a 2-week course offered between Fall and Spring semesters. (Total 32 lecture hours)

NURS 3320. Health Assessment four hours

This course is designed to develop skills as a provider in health/physical assessment. It includes assessment techniques, how to assess clients of various racial and cultural groups, and the assessment of clients across the life span. The nursing process and critical thinking are used to synthesize information to promote health potential. Faculty supervised campus laboratory experience is employed to validate skill. (2 hours lecture, 4 hours lab.) PR: Admission to the Nursing major or consent. Fall Semester.

NURS 3330. Health Deviations three hours

This course is designed to increase knowledge of pathophysiologic mechanisms and its effect upon health potential. Through case studies students will apply theoretical knowledge to patient situations through utilization of the nursing process. (3 hour lec-

ture.) PR: Admission to the Nursing major or consent. Spring Semester.

NURS 3350. Professional Nursing Concepts three hours

This course is designed to assist the registered nurse in exploring concepts, theories, and issues relevant to professional nursing. Areas explored include theories of nursing, beliefs, assumptions and values of the nurse client relationship, socialization to the professional nursing role, health and health care delivery systems, and the nursing process. (3 hour lecture.) PR: Admission to the BSN Program. Fall Semester.

NURS 3360. Complex Nursing Situations four hours

This course focuses on developing critical thinking skills and applying them to complex nursing situations. This course will include ethics and its application to nursing practice. (Total 30 hours lecture, 60 hours lab.) PR: NURS 3320, 3330, 3350, and completion of CHEM 1101. NURS 3330 may be taken concurrently with NURS 3360. Spring Semester.

NURS 3399. Special Topics in Nursing one-twelve hours

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives.

NURS 4400. Research in Nursing Practice three hours

This course analyzes the scientific process with emphasis on its application to nursing. Emphasis is placed on developing an understanding of the logical process of research, reasoning, and the scientific inquiry necessary to carry out studies of nursing interest. (3 hour lecture.) PR: Statistics 2240, NURS 3360. Fall Semester.

NURS 4410. Community Health Nursing six hours

This course focuses on the theories and principles underlying current community health nursing practice. Emphasis is placed on the client and family including appropriate nursing intervention for individuals, families, and groups in outpatient settings and in the home. Content includes application of the nursing process to community based intervention in health maintenance, health promotion and restoration, and utilization of community resources. (3 hour lecture, 6 hours lab.) PR: NURS 3360, NURS 4400 or taken concurrently. Fall Semester.

NURS 4430. Leadership and Management in Nursing Practice three hours

This course explores theories of leadership and management as they relate to nursing and health potential. Emphasis is given to strategies appropriate for the individual, family, groups, and the community in the practice setting. The course also includes an examination of motivational theories, role development, group processes, change theory, and communication skills as well as authority and accountability. (3 hour lecture.) PR: MGMT 2209 or 3308, and NURS 4400. Spring Semester.

NURS 4440. Nursing Practicum six hours

This course assists students in the integration of theory and practice as they approach completion of the nursing major. Students choose a clinical area for advanced practice of concepts and skills to carry out nursing activities that promote health potential. Goals include development of autonomy in nursing practice, skill in clinical decision making and judgement, and professional role development. (2 hour lecture, 8 hours lab.) PR: MGMT 2209 or 3308, NURS 4400, 4410 or concurrent with NURS 4430. Spring Semester.

NURS 4441. School Nurse Practicum four hours

The School Nurse Practicum is designed for Registered Nurses to meet West Virginia Board of Education standards for practicing school nurses. This specialization prepares nurses for their role in health restoration, maintenance and promotion and as an advocate for children and families. PR: Graduate of BSN Program, EDUC 2200 or concurrent with NURS 4441. (One hour lecture, 6 hours lab.)

NURS 4499. Special Topics in Nursing one-twelve hours

This course is concerned with special studies in selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives.

Office Administration
(School of Business)

OFAD 1100. Microcomputer Keyboarding three hours

This course is designed to teach the touch control method of the alpha/numeric keyboard for the typewriter and microcomputer as well as the ten-key numeric keypad. This course includes development of speed and control, vertical and horizontal centering, simple tabulation, memorandums, letters, reports, tables and interpretation of proofreader's marks. This course is open to all students.

OFAD 1199. Special Topics in Office Administration one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School Chair. Credits earned will be applicable as free electives in degree and certificate programs.

OFAD 2200. Alphabetic Notetaking three hours

This course is designed to teach students the principles and theory of abbreviated writing for notetaking and study skills. Emphasis is on theory, brief forms, reading/writing, summarizing and synthesizing, and paraphrasing. What's worth noting, taking textbook notes, and improving study habits will also be stressed. This course is for students who have had no previous training or for those whose skills are inadequate. Three hours lecture per week.

OFAD 2230. Introduction to Word Processing three hours

The course will present opportunities to explore microcomputer operations, computer software, and word processing applications. In addition, it will provide an overview of the concepts and terminology of computer operations, including some of the basic principles of word processing. Three hours lecture and discussion per week. PR: OFAD 1100 or consent of instructor or high school keyboarding courses.

OFAD 2232. Word Processing Applications three hours

The course will provide advanced applications on a microcomputer with emphasis on formulating standard documents and printing using various printers. PR: OFAD 2230.

OFAD 2233. Database Applications three hours

This course is designed to provide a foundation in the latest methods and systems of retrieving information in planning, organizing, and controlling integrated records retention systems in the electronic office. Simulated activities are designed to give students practice in microcomputer storage and retrieval utilizing appropriate software. May be used as a business elective.

OFAD 2240. Administrative Office Procedures three hours

This course is an integrated approach to the required procedures in a business establishment. The course provides information on business principles and promotes a high standard of office ethics. Content includes telecommunications, mail processing, records management, conference setting, travel arrangements, and office machine use including calculators, transcribers and reprographic equipment.

OFAD 2241. Workplace Productivity three hours

This course is designed to allow the student to integrate the concepts and principles offered in the various disciplines of study within the Department of Office Administration. It will focus on the simulation and reinforcement of the major office applications found in suite software-word processing, electronic presentations, spreadsheets, and database. Students will participate in various common office careers that use these applications to show the real-world significance of the software. In addition to computer applications, students will develop critical thinking and decision-making skills which are expected of today's office support personnel. PR: OFAD 2232, 2233, 2240, 2250, INFO 2220.

OFAD 2242. Professional Internship and Portfolio Development three hours

The purpose of this course is to allow students to bring business topics into focus by using all their collected business knowledge. This will be accomplished through completion of a portfolio that will demonstrate to prospective employers the student's career preparation. The student will also be required to complete a professional internship in the work place. A total of 140 hours of supervised work will be required. The importance of career and goal planning will be emphasized. PR: BUSN 1102, OFAD 2240, 2251, and/or instructor's consent.

OFAD 2250. Desktop Publishing three hours

A beginning course in Desktop Publishing which provides a foundation in the basic principles of page layout and design as well as typographical conventions, coupled with hands-on use of computer hardware and applications. Students will learn desktop publishing skills by completing several practical projects.

Philosophy
(College of Liberal Arts)

PHIL 1199. Special Topics in Philosophy one-twelve hours

The topic to be studied will be determined by the instructor and approved by the chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

PHIL 2200. Introduction to Philosophy three hours

A survey of the principal problems and theoretical responses, which have come from man's attempts to organize his experience and direct his existence. The thought of individual thinkers (as Socrates, Plato, St. Augustine, Bruno, Locke, Sartre, Heidegger, et al.) and schools of interpretation (rationalist, empiricist, pragmatic) are highlighted.

PHIL 2250. Great Philosophers three hours

A survey of the historical development of western philosophical thought from ancient Greece to the twentieth century. This course is a continuation of PHIL 2200, taking up the issues and philosophers in more analytical detail. The focus is on developing trends of thought as exhibited by the systems of the Great Philosophers, and the corresponding challenges developed by their able critics.

PHIL 3325. Ethics three hours

A study and evaluation of classical and contemporary theories of what constitutes right and wrong, good and bad, inhuman conduct, with emphasis on the implications of these theories for resolving contemporary moral problems. The corrosion of dogmatic ethical positions by skepticism and relativism is examined, and helpful responses are introduced. Problems in medical ethics are discussed.

PHIL 3350. Comparative Religion three hours

Description and analysis of the philosophical thought underlying the major religions of the world.

PHIL 4475. Philosophy of History three hours

(Credit in either philosophy or European history.) A survey of the philosophical positions, both speculative and analytical, that have been advanced to evaluate humanity's historical understanding and experience.

PHIL 4400. Seminar three hours

Research and reading for advanced students. Students are required to write a paper on a philosophical issue of their interest.

Physical Education
(School of Education/Health and Human Performance)

PHED 1100. Fitness and Wellness two hours

This course is designed to provide an opportunity for students to make intelligent choices concerning lifelong wellness and to achieve optimum levels of fitness through regular exercise, proper nutrition, weight control and stress management.

PHED 1101. Basic Physiological Conditioning-Health one hour

Analysis, application and integration of basic physical conditioning and health concepts are studied. The course is offered in eight-week sessions.

PHED 1102. Weight Training-Lifting one hour

The analysis and application of the rules, boundaries, strategies, psychomotor skills, and the safety aspects of the individual sport of weight training-lifting are studied. The course is offered in eight-week sessions.

PHED 1120. Basketball (Beginning) one hour

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of basketball are studied. This course is offered in eight-week sessions.

PHED 1121. Introductory Seminar in Human Movement two hours

General survey of instructional and non-educational professional career alternatives available within physical education. The issues, trends, history, philosophy, and future career directions in physical education will be discussed.

PHED 1126. Tennis (Beginning) one hour

The student will be introduced to basic skills, rules, boundaries, game situations, and team play.

PHED 1130. Flag Football one hour

The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of flag football are studied. This course is offered in eight-week sessions.

PHED 1140. Golf one hour
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of golf are studied. This course is offered in eight-week sessions.

PHED 1144. Racquetball one hour
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the individual sport of racquetball are studied. This course is offered in eight-week sessions.

PHED 1162. Softball one hour
The analysis and application of the rules, boundaries, strategies, psychomotor skills and the safety aspects of the team sport of softball are studied. This course is offered in eight-week sessions.

PHED 1199. Special Topics in Physical Education one-twelve hours
Special topics will be studied. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

PHED 2211. Anatomy and Physiology four hours
The basic knowledge of the structure and functions of the human body and the changes that occur during physical activity and sport are studied. PR: BIOL 1101-1102.

PHED 2212. Physiology of Exercise three hours
The knowledge of basic physiological adaptations that accompany physical activity and sport is investigated. PR: PHED 2211.

PHED 2223. Evaluation of Instruction in Sport two hours
The evaluative process pertinent to the instruction of sport activities are studied. Further emphasis is placed on the formation of objectives, construction, and selection of tests, computation of statistical scores, and appraisal of total program effectiveness.

PHED 2232. Basic Aquatics two hours
The knowledge and skills necessary to become proficient and safe in or on the water are introduced.

PHED 2233. Advanced Aquatics-Lifeguarding two hours
Basic and advanced swimming strokes are examined with an emphasis on achieving proficiency in lifeguarding techniques. Does not apply to Recreation Minor. Successful Completion for Red Cross Certification.

PHED 2234. Individual and Dual Sports I two hours
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: golf, racquetball, handball, squash, and bowling.

PHED 2235. Team Sports I two hours
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: basketball, flag football, baseball, and speedball.

PHED 2236. Team Sports II two hours
Rules, boundaries, strategies and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: volleyball, field hockey, softball, and soccer.

PHED 2239. Individual and Dual Sports II two hours
Rules, boundaries, strategies, and psychomotor skills characteristic of the sport forms are analyzed and applied to the following: track and field, tennis, table tennis, and badminton.

PHED 2240. Outdoor Leisure Activities two hours
Safety, knowledge, and skills specific to the area of outdoor leisure activities are analyzed and applied in the following: archery, horseshoes, hiking, backpacking, orienteering, camping, and others.

PHED 2241. Gymnastics and Dance two hours
Safety, instructional strategies, and skill techniques characteristic of gymnastics and dance are analyzed and applied in basic tumbling, fundamental jazz and aerobic dance.

PHED 3313. Biomechanics three hours
Biomechanics is the study and analysis of humans in motion, including the structures that are responsible for motion and the forces that influence human motion. PR: PE 2211.

PHED 3316. Fitness Assessment and Exercise Prescription three hours
The study of methods of determining fitness levels and developing safe exercise programs, developing and administering group exercise/wellness programs. Emphasis is placed on evaluation techniques and exercise prescription. PR: PHED 2211, PHED 2212.

PHED 3318. Sport Social Psychology two hours
Knowledge related to the social and psychological aspects of physical activity and sport is studied. PR: SOCY 1110, PSYC 1101.

PHED 3320. Lifespan Motor Development three hours
The course will study changes in motor behavior over the lifespan and the processes which underlie these changes. Emphasis will be placed on current issues and research in motor development. PR: PHED 1121.

PHED 3323. Early Psychomotor Curriculum three hours
The analysis and application of instructional strategies, psychomotor skills and patterns characteristic to the elementary physical education curriculum are examined in the following areas: movement education, fundamental and manipulative skills, rhythmic activities, and sport lead-up games.

PHED 3325. Psychomotor Analysis Lab three hours
Application and analysis of teaching models and evaluation techniques to a sport environment in order to facilitate affective, cognitive, social, and psychomotor learning outcomes are examined. Practical teaching experience in the psychomotor domain is provided. PR: PHED 3323.

PHED 3326. Early Psychomotor Development two hours
An analysis of the growth, development, and maturation of cognitive, psychomotor, affective and social sport behaviors of children is taught. Activities pertinent to early childhood experiences are explored.

PHED 3342. Field Experience in Adapted Physical Education two-four hours
Field experience in working with institutions and organizations which provide services to the handicapped is provided. Variable credit is dependent upon the nature and duration of the field experience. PR: PHED 3341.

PHED 3343. Adapted Physical Education Activities two hours
Instructional strategies in modifying physical skills to meet the needs of the disabled are analyzed and applied in an activity lab setting.

PHED 3353. Field Experience in Sport Coaching two-four hours

Field experience will be provided to involve the student as an intern coach in either an intercollegiate or interscholastic sport program.

PHED 3354. Sports Officiating two hours

This course involves the technical and theoretical aspects of sport officiating. The first semester course will emphasize men's regulations common to the sport; the second semester will emphasize women's regulations common to the sport. Men and/or women may enroll. PR: Consent of instructor.

PHED 3355. Scientific Foundations of Sport Coaching four hours

The student will examine basic human physiological adaptations that occur during participation in sport activities. Basic mechanical laws and principles and their application to the performance of sport activities will be examined.

PHED 3356. Administration and Coaching of Sport three hours

Basic psychological, philosophical, and technical knowledge and their relationship to the coaching of sport activities will be studied. Further emphasis will be given to the principles and practices that are required in the planning, organization and administration of sport programs.

PHED 3357. Medical-Legal Aspects of Sport Coaching two hours

Anatomical and physiological concepts related to the prevention and care of physical trauma which occur in sport activities are studied. Legal aspects of injury prevention and care as they are related to the sport programs are examined.

PHED 3358. Techniques of Sport Coaching six hours

Sport skill techniques in combination with the theoretical aspects of sport coaching are presented. A field experience in sport coaching will be provided through an internship in two selected intercollegiate or interscholastic sports programs.

PHED 3365. Activities in Outdoor Education one-three hours

Experience in outdoor education including backpacking, canoe-camping, rock climbing, and other activities is provided. Each weekend will be spent at a different location to develop a variety of outdoor educational skills.

PHED 3366. Field Experience in Outdoor Education one-three hours

Extended outdoor educational experiences including Appalachian Trail, river canoe- camping trips, and others are provided. The course will be offered for variable credit which will vary according to the length of the experience. PR: PHED 3365.

PHED 4371. Principles of Athletic Training three hours

Basic competencies related to the controlling and managing of sport-related injuries, including presentations of prevention and treatment of these injuries are studied. PR: PHED 2211 and 2212.

PHED 3372. Field Experience in Athletic Training two-four hours

Experiences in athletic training procedures and techniques with college and secondary school athletic teams are provided. Variable credit is dependent upon the nature and duration of the internship. PR: PHED 3371.

PHED 3399. Sport Management Internship three hours

This course is comprised of a directed internship in areas of specialization. Students will complete the internship in cooperation with a community agency or business, clinical, or other appropriate organization. Direct observation and on-the-job experience through active participation in ongoing programs will enable students to broaden their scope beyond the classroom.

PHED 4400. Research Methodology three hours

Introductory course in the planning and implementation of research in the study of human performance. Course will consider the topics of variables and hypotheses, research designs, data collection, analysis, and interpretation. PR: All Physical Education required course work below 400 level.

PHED 4410. Research Design Seminar three hours

Survey of research in the focus areas, e.g. historical, administrative, performance, motor development, philosophical, psychological, or sociological issues in the current literature in the study of human movement. Selection and design of a research project in one of the specific areas. PR: PHED 4400.

PHED 4420. Exercise Science I three hours

The purpose of the internship is to provide students with the opportunity to gain practical experience in the field of fitness/wellness. This results in a culminating experience that allows students to apply theoretical knowledge to a "real-life" situation under the supervision of professionals currently in the fitness/wellness field. PR: All pre 4000 level coursework

PHED 4431. Methods and Materials in Teaching Health and Physical Education three hours

Curriculum, materials, and techniques for teaching all grade levels of physical education and health are examined. Practical experience in the schools required. PR: PHED 3325.

PHED 4450. Advanced Sport one hour

This course is opened only to students with sufficient background in the techniques and methods of an indicated sport. Credit is not to be awarded until the student has attained junior standing and can be received only once during a student's academic career. This course cannot be used to fulfill the requirements in any degree program. (Elective credit only.)

Physical Science
(College of Science and Technology)

Physical Science is offered as a fulfillment of the General Education requirement and as an integral part of various science-oriented teaching fields.

PHSC 1100. Scientific Methodology two hours

One 1-hour lecture and one 2-hour laboratory per week. This course is a laboratory oriented course designed to emphasize the methods and processes which permeate all scientific disciplines. Students will be exposed to experiences in a variety of areas of the physical sciences. This course is required for all Secondary Education Majors seeking to fulfill their General Studies Science requirements by taking six hours of Physical Science.

PHSC 1105. History of Physical Science two hours

The study of the development of the physical sciences through the twentieth century. The major scientific revolutions within the physical sciences and their structure are investigated.

PHSC 1150. Scientific Problem Solving three hours
This course utilizes microcomputer and graphing calculator techniques for problem solving and data analysis. Included is a brief introduction on the use of software for organizing data and producing reports. Hands on use of the technical equipment is emphasized. The course consists of three one-hour sessions per week. PR: 1) MATH 1101 or 1112 or co-enrolled, or 2) two units of high school algebra, one unit of high school geometry, and an ACT math score of at least 21.

PHSC 1199. Special Topics in Physical Science one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

PHSC 2201. Exosphere four hours
This course is designed to provide elementary education majors an understanding of the interrelationships of matter and energy, and the earth in space. The Exosphere theme will integrate primarily astronomy and physics while incorporating topics in earth science and biology. Class periods will be structured around the 3 stage learning cycle modeling constructivist teaching methods. Four hours of lecture/discussion/activities per week. For elementary education majors only. PR: BIOL 1104 with a "C" or better. Fall only.

PHSC 2202. Geosphere four hours
This course is designed to provide elementary education majors an understanding of the dynamic earth and its matter. The Ge0sphere course will primarily focus on eaeth science and chemistry topics while integrating biology concepts and physics topics such as balanced and unbalanced forces, magnetism, friction, wave propagation and structure. Four hours of lecture/discussion/activities per week. For elementary education majors only. PR: BIOL 1104 with a "C" or better. Spring only.

PHSC 4412. Elementary Science Methods three hours
This course is designed to prepare pre-service elementary school teachers to teach science in the elementary school. Students will work with equity, authentic assessment, technology integration, safety, and science pedagogy including inquiry, constructivism and problem based learning. Students will conduct a learning cycle-based lesson with elementary aged students during an after school program. Students will construct an integrated thematic unit for use in an elementary classroom. PR: BIOL 1104, and PHSC 2201 and 2202. All with a "C" or better and admission to teacher ed. (PPST).

PHSC 4431. Methods and Materials in Teaching Science three hours
The course is designed for students preparing to teach science at the middle or secondary school level. Students will develop and teach a science lesson to junior high school children in the Science Enrichment Program. They will become familiar with science curriculum in the middle and secondary schools, science teaching resources, test construction, classroom management skills, and will develop an instruction unit. PR: junior status, 2.75 avg. in science courses completed and admission to Teacher Education. Spring only.

Physics
(College of Science and Technology)

PHYS 1101. Introduction to Physics four hours
A three-hour laboratory period each week supplements the three lecture-recitation periods. Elementary principles of mechanics, sound, and heat are studied in this course. PR: One year of high school physics or one year of high school trigonometry; or MATH 1101-1102, or 1115.

PHYS 1102. Introduction to Physics four hours
A continuation of PHYS 1101; includes a study of electricity and magnetism, light, and basic atomic and nuclear physics. PR: PHYS 101. (PHYS 1105, 1106 substitutes for PHYS 1101, 1102 in all programs. PHYS 1105, 1106 is calculus based and is a more appropriate level of study than PHYS 1101, 1102 for science majors.)

PHYS 1105. Principles of Physics I five hours
Students are instructed in the elementary principles and calculus-based mathematical descriptions of matter and energy, including mechanics (linear and rotational motion, force, work and energy, harmonic motion), fluids, wave motion, and thermal physics. A three-hour lab period supplements a four-hour weekly lecture. PR: MATH 1185 or 1190 or TECH 2290 OR MATH 1185, CR: MATH 1186 or 3315 or TECH 3300 OR MATH 1186.

PHYS 1106. Principles of Physics II five hours
Students are instructed in the elementary principles and calculus-based mathematical descriptions of electricity and magnetism, light, optics, and modern physics. A three-hour lab period supplements the four-hour weekly lecture. PR: PHYS 1105, MATH 1186 or 3315 or TECH 3300 OR MATH 1186.

PHYS 1199. Special Topics in Physics one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

PHYS 2201. Demonstrations in Physics two hours
Effective use of everyday materials to illustrate physical phenomena, experience with a variety of lecture equipment, and practice in planning and executing demonstrations describe the nature of this course. It is designed to serve teachers in both the elementary and secondary schools. PR: Consent of the instructor is sufficient, but a course in one of the physical sciences is highly recommended.

PHYS 2202. Astronomy three hours
A study of the physical properties of the solar system, stars, and galaxies, including the concepts of motion, space and time. Occasional night sessions. PR: PHYS 1102 or 1106.

PHYS 2310. Electricity and Electronics four hours
A review of elementary direct and alternating current theory and transient responses of electrical components. Basic theory of vacuum tubes, semiconductors, amplifiers principles, and logic circuits is introduced. Two hours of laboratory and three hours of lecture each week is required. PR: PHYS 1101, 1102.

PHYS 2325. Advanced Physics I four hours
An in-depth, rigorous, calculus-based treatment of thermodynamics, mechanics (including Newtonian mechanics, one dimensional dynamics, oscillatory motion, vector analysis, central forces), and wave motion. A two-hour lab period supplements the three-hour weekly lecture. The lab component provides open-ended inquiry-based investigations along with greater responsibility for interpreting, utilizing, and communicating results in the classroom. PR: PHYS 1102 or 1106 and MATH 1186 or 2315 or TECH 2300.

PHYS 2335. Advanced Physics II four hours
An in-depth, rigorous, calculus-based treatment of modern

physics, including relativity, particle-wave duality, electromagnetic radiation, Schrödinger's wave equation, atomic theory, and nuclear physics. A two-hour lab period supplements the three-hour weekly lecture. The lab component provides open-ended inquiry-based investigations along with greater responsibility for interpreting, utilizing, and communicating results in the classroom. PR: PHYS 1102 or 1106 and MATH 1186 or 3315 or TECH 3300 OR MATH 1186.

PHYS 3340. Special Problems two hours
Individual studies by advanced students of problems of special interest in the field of physics. PR: PHYS 1101, 1102; MATH 1116.

PHYS 3350. Mathematical Methods of Physics three hours
This course deals with the applications of vectors, vector algebra, vector analysis, differential calculus, integral calculus, and differential equations to problems in physics and related scientific fields. PR: PHYS 1101, 1102; MATH 1115; or consent of instructor.

Political Science
(College of Liberal Arts)

POLI 1101. Introduction to Global Affairs three hours
A survey course focusing on the major global issues facing the world today, such as energy, environment, economy, food, population growth, technology and information, war, peace, and human rights.

POLI 1103. American Government three hours
A survey of the American political system dealing with the form and function of the American federal system.

POLI 1199. Special Topics in Political Science one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

POLI 2200. Introduction to Political Science three hours
A study of the fundamentals of politics and key issues; the concept of the state and its agent, government; types of political authority; the scope of governmental activities; the problem of world order.

POLI 2201. Principles of International Relations three hours
A study designed to acquaint the student with the theory and practice of international relations.

POLI 2203. Comparative Government three hours
A survey designed to give a broad general acquaintance with the political institutions and government practices of certain nations.

POLI 2204. Introduction to Public Administration three hours
An introductory study of the origins, structures, and processes of government administration. PR: POLI 1103.

POLI 2205. State and Local Government three hours
A study of the structure and function of American state and local governments. PR: POLI 1103.

POLI 2206. Public Planning in Appalachia three hours
A study of federal-state relations, regional planning and development administration in West Virginia, the Appalachian Regional Commission, public program analysis and evaluation, and images and realities of public planning in West Virginia.

POLI 2207. Public Budgeting and Government Finance three hours
A course analyzing the political, economic, and social aspects of budgeting with particular emphasis on the interrelatedness of each in West Virginia state and local government.

POLI 2209. Special Topics three hours
A course allowing for an issue-oriented study of some germane matter in public administration that involves an extensive commitment to a single issue or policy area over the course of the semester.

POLI 2240. Nonparametric Statistics three hours
This course introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include nonparametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the sophomore year. (Credit in either Political Science or Sociology.) PR: MATH 1107 or 1111 or 1112 or 1115 with a grade of "C" or better.

POLI 3301. Comparative Public Administration three hours
Utilizing the techniques of comparative analysis, this course explores the theory and practice of public administration in various cultures and political systems; attention is centered on the practices of administration in American national, state, and local governmental settings.

POLI 3303. Political Parties three hours
A study of the origins, growth, and development of American political parties. PR: POLI 1103.

POLI 3304. American Constitutional Government and Law three hours
A study of the development, interpretation, and application of basic principles of constitutional law in the United States. The course will be concerned with the definition, extents, and limitations of governmental powers and rights of Americans. PR: POLI 1103.

POLI 3305. American Political Theory three hours
A study of the political literature which has given expression to the ideas of individual liberty enjoyed by American citizens.

POLI 3306. The American Presidency three hours
This course will introduce the student to the institution of the American presidency and will also be a comprehensive survey of the presidency. An attempt will be made to examine several aspects of the office and to expose the student to a variety of views about the presidency. PR: POLI 1103.

POLI 3307. Congress and the Legislative Process three hours
This course introduces the student to the institution of the Congress and the legislative process. Topics include the internal processes and structure of Congress, Congress-constituent con-

nections, and the institution's relationship with other branches and levels of government. PR: POLI 1103.

POLI 3308. Public Personnel Administration three hours

An examination of public personnel administration with emphasis on such matters as the merit system, the historical development of the public service, staffing, training, classification, the rights and obligations of public employees, and the human relations aspects of public management.

POLI 3310. Recent Political Theory three hours

An analysis of the development and theoretical foundations of three major ideologies of the nineteenth and twentieth centuries: Communism, Fascism, and Democracy.

POLI 3321. U.S. Foreign Policy three hours

A study of U.S. foreign policy formulation and of policies by areas and functions. PR: 1103.

POLI 3340. Political Science Research Methods three hours

This course is designed to introduce the student to the methods of conducting replicable research in political science. Concepts introduced include research design, literature review, measurement criteria, data gathering, analysis, and validity. The course will consist of lectures and exercises in the classroom, library, and computer lab. PR: POLI 2240.

POLI 3350. International Law and Organization three hours

A study of the structure and functions of international institutions and legal processes involved in the effort to maintain peace and security in the world.

POLI 3360. Government and Politics of the Far East three hours

A study of political systems and developments in the countries of Communist and Nationalist China, South and North Korea, and Japan, with emphasis on Communist China, including such relevant aspects as the historical foundation, the economic problems, and the foreign policy of the state.

POLI 3393. Future Global Crises three hours

A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Technology or Psychology)

POLI 4404. Civil Liberties in the U.S. three hours

A study of the nature and substance of civil liberties in the United States. The philosophy underlying the Bill of Rights will be analyzed and the development of each of the great freedoms protected therein, such as free speech, free press, and free religion among others, will be described and discussed. Particular attention will be given to how the Supreme Court has interpreted and applied the guarantees contained within the Bill of Rights in specific instances. PR: POLI 1103.

POLI 4405. Terrorism three hours

A course designed to give the student an understanding of the problem of terrorism and political violence. The course will define terrorism; examine its origins, characteristics, nature and trends; analyze in detail various terrorist organizations, and address selected problems in the response to terrorism. (Credit in Political Science or Criminal Justice.)

POLI 4406. International Problems three hours

The foreign policies of the nations and the machinery established and functioning for the peaceful adjustments of international differences.

POLI 4410. Problems in American Government three hours

A study of current problems affecting the structure and function of American national government. PR: POLI 1103.

POLI 4411, 4412, 4413. Area Studies three hours

Studies of selected areas or regions of the world conducted on an interdisciplinary basis. The area selected and the time span studied will be determined by the instructor. PR: Consent of instructor if offered as an arranged class; no prerequisite required if class meets regularly.

POLI 4450. Practicum three-twelve hours

A work internship in government or political agencies designed to give students pertinent experience in a particular field of political science. PR: POLI 1103, Consent of instructor.

POLI 4470. Seminar in Political Science three hours

A survey of recent developments in the practice and theory of politics with an emphasis on independent study. PR: Consent of instructor.

Psychology
(College of Liberal Arts)

PSYC 1101. Introduction to Psychology I three hours

A general overview of the science of psychology. Topics include: science methodology life-span psychology; personality theory; consciousness, stress, health and coping; learning theory; psychological disorders; biopsychology; sensation, cognition and memory; and social psychology.

PSYC 2220. History and Systems of Psychology three hours

Traces the development of the science of psychology from its origins in philosophy, physiology, and medicine, to the modern era. PR: PSYC 1101.

PSYC 2230. Social Psychology (Same as SOCY 2230) three hours

A study of how man affects and is affected by others. Topics include: social psychological foundations of perception, affiliation, influence, group structure and dynamics, attitude formation and change. PR: PSYC 1101.

PSYC 2240. Statistics four hours

Elementary statistical description and analysis as employed particularly in the behavioral sciences. Three hours lecture, one hour laboratory per week. PR: PSYC 1101.

PSYC 2250. Community Psychology three hours

Lectures, discussion, readings, and field-observation designed to acquaint the student with the philosophy, technique, and theory of community mental health. PR: PSYC 1101.

PSYC 2260. Industrial and Personnel Psychology three hours

Psychological concepts and methods as applied to personnel management, human- factors engineering; employee selection, motivation, training, productivity, consumer psychology, and human relations. PR: PSYC 1101.

PSYC 3300. Abnormal Psychology three hours

A survey of the antecedents, diagnosis, treatment, and pre-

vention of various maladjustments and personality disturbances. PR: PSYC 1101.

PSYC 3310. Experimental Psychology three hours
An introduction to the procedures of experimental research, design, and evaluation, using laboratory techniques. Two hours lecture, two hours laboratory weekly. PR: PSYC 1101, 2240.

PSYC 3320. Sensation and Perception three hours
An examination of the classical concepts in sensation and perception and of the resulting psycho-physical data for each of the major senses with an emphasis on vision and audition. Psychology and modern perceptual formulations are discussed through the analysis of empirical data. PR: PSYC 1101.

PSYC 3330. Developmental Psychology three hours
A longitudinal study of behavior change and development through the life span of the individual, beginning at conception through the end of life. PR: PSYC 1101.

PSYC 3340. Operant Techniques and Applications three hours
A detailed study of operant techniques and methodologies from the experimental laboratory to the community at large. Emphasis is placed on the development of skills in the observation, manipulation, and evaluation of various behavior control techniques in the light of ethical concerns. PR: PSYC 1101, or consent of instructor.

PSYC 3350. Biopsychology three hours
Basic development, structure, and function of the central nervous system, autonomic nervous system, and endocrine system. The emphasis is on the relationship between physiological functioning and the behavior of the intact organism. PR: PSYC 1101.

PSYC 3360. Cognitive Psychology three hours
The study of the influences on and the processes of thinking, memory, perception, cognition, and verbal behavior, are emphasized. PR: PSYC 1101, or consent of instructor.

PSYC 3370. Theories of Learning three hours
A study of the experimental procedures, data, and concepts dealing with changes in behavior usually defined as learning. The emphasis is on a detailed analysis of various theories of learning and contemporary approaches. PR: PSYC 1101.

PSYC 3390. Foundations of Psychology three hours
A detailed study of the methodological and philosophical issues involved in the analysis of behavior. The objectives are to provide insight into the nature of applied scientific research to foster the ability to construct empirical hypotheses, to develop facility in designing experimental tests of hypotheses, to promote effective reading and evaluation of psychological research, and to encourage professional writing and speaking about psychological theory and experimentation. PR: PSYC 1101 and 2240.

PSYC 3393. Future Global Crises three hours
A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Political Science or Technology)

PSYC 3399. Special Topics in Psychology one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

PSYC 4400. Psychometrics three hours
General theory of measurement as involved in various areas of psychology such as psychological tests, attitude scales, psychophysics, and qualified behavior theory. PR: PSYC 1101 and 2240.

PSYC 4410. Theories of Personality three hours
Critical consideration of the major theories of personality, including Psychodynamic, Cognitive, Cognitive Behavioral, Behavioral, Existential, Trait, Adlerian, and Gestalt Theory. The basis of personality theoretical development will also be emphasized. PR: PSYC 1101.

PSYC 4420. Comparative-Ethological Psychology three hours
A study and comparison of the methods and major theories in ethology and psychology as related to the behavior of species at different phylogenetic levels. Through lectures, laboratory, and field observations, topics covered are behavior as related to species, speciation and evolution; imprinting, learning, the place of animal experimentation in psychology, and aspects related to population and ecology. PR: PSYC 1101, or consent of instructor.

PSYC 4460. Seminar three hours
The discussion of specific research topics as reported in contemporary psychological literature is emphasized in this particular course. This course is designed specifically to promote effective students' analytical thinking and presentation as it pertains to current research investigation. PR: PSYC 1101. May be repeated once.

PSYC 4480. Directed Studies one-three hours
Intensive study and reading on a topic selected by the student and instructor. Requirements and hours credit decided before registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.)

PSYC 4481. Industrial Psychology, Methods I three hours
Skills and understanding are developed in the areas of job analysis, performance appraisal, training, motivation, attitudes, job satisfaction, productivity, and consumer psychology. Some field work required. PR: 1101, 2240, 2260, or consent of instructor.

PSYC 4483. Industrial Psychology Methods II three hours
Skills and understanding are developed in the areas of: leadership, supervision, communication, organizational behavior, accidents and safety, fatigue, monotony, working conditions, and engineering psychology. Some field work required. PR: 4481 or consent of instructor.

PSYC 4485. Advanced Psychometrics three hours
Topics concerned with personnel selection and placement, as well as a more advanced treatment of reliability and validity. Skills in these areas are developed. PR: 4400 and consent of instructor.

PSYC 4487. Practicum I three hours

PSYC 4489. Practicum II three hours
These Practica afford an application of knowledge and techniques developed within the Industrial-Personnel Program. Students work under supervision in participating businesses, industries, and institutions. The remaining time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Industrial-Personnel Program and consent of instructor.

PSYC 4490. Directed Research one-three hours
Opportunity for work on individual library or experimental projects. Requirements, including a thesis, and hours credit decided before registration through instructor-student consultation. PR: Consent of instructor. (Six-hour limit.) For additional information on the availability of Technical Studies Degrees and spe-

cific requirements, contact the Community and Technical College Office.

PSYC 4491. Psychopathology of Childhood and Adolescence three hours
Problems of etiology, diagnosis, and treatment of maladjustment in childhood and adolescence. Problems like drug addiction and juvenile delinquency are analyzed and discussed. PR: PSYC 3300, 3330, or consent of instructor.

PSYC 4493. The Psychology of Aging three hours
A study of problems facing the aging. The psychological, social, and physiological aspects of aging and methods of treatment are analyzed and discussed. PR: PSYC 3330, or consent of instructor.

PSYC 4494. Interpersonal Dynamics three hours
The main objective of the course is to develop techniques and basic skills required for effective operation in a psychological setting, which include: interviewing, role-playing, and facilitating dyadic and small "dynamics centered" group interaction. Further, these diagnostic and therapeutic methods are experienced and discussed in terms of various psychological theories of communication. PR: SPCH 1100, courses in Community Service or Industrial-Personnel, and consent of instructor.

PSYC 4495. The Psychology of Delinquency three hours
Factors in the etiology of the delinquent in modern society with special emphasis on the urban scene. Personality and emotional problems associated with delinquency, and problems of treatment. Students visit persons and institutions serving juvenile delinquents. PR: 3300, 3330, or consent of instructor.

PSYC 4497. Clinical Practicum I three hours

PSYC 4498. Clinical Practicum II three hours
An application of knowledge and techniques developed within the psychology program. Students work under supervision in assigned agencies or institutions. Other practicum assignments are made as available. The remainder of time is spent in lectures, discussion, and reading to enhance the student's training. PR: Courses in Community Service Program and consent of instructor.

Recreation
(School of Education/Health and Human Performance)

RECR 1141. Introduction to Recreation three hours
The historical and philosophical foundations of leisure and recreation are introduced. Knowledge needed to develop concepts concerning recreation, the socio-economic movement affecting the growth and development of recreation, the economic services and the various areas of facilities used in recreation will be investigated.

RECR 1142. Social Recreation three hours
This course is designed to present material and information necessary to adequately conduct social recreation in clubs, churches, campus, playgrounds, and recreation centers. Students will be involved with planning, programming, and conducting social recreational activities.

RECR 1143. Outdoor Recreation three hours
The history and development of outdoor recreation, conservation and organized camping are examined. Opportunities are provided to learn camp craft and leadership skills and techniques through field trips and outings.

RECR 1144. Group Leadership three hours
Information concerning human dynamics, leadership abilities, and the identification of group types is presented. Students will obtain practical knowledge of group situations and the principles necessary for effective leadership. Opportunities for observation of recreation leaders will be provided. PR: RECR 1141.

RECR 1145. Program Planning and Organization three hours
The underlying principles for effective recreation planning are presented. Attention is given to the variety of programs associated with recreation and the interests of the participants. Information is presented concerning methods of planning, organization, leadership, facilities and equipment. PR: RECR 1141.

RECR 1146. Folk and Square Dance two hours
The history and development of folk and square dancing are surveyed. The student will learn the necessary skills for participation and teaching a wide variety of dances. Appropriate dance activities within various recreational settings will be investigated.

RECR 1153. Seminar in Outdoor Recreation two hours
An advanced experience in the organization and presentation of various outdoor programs is provided. Participation includes a number of weekend and extended outdoor experiences plus field studies in area outdoor facilities. PR: RECR 1143.

RECR 1154. Recreation Field Work I two hours
The student will become acquainted with the nature and diversity of available recreation programs and services available. The student will be assigned to recreational settings distinctly different in philosophy, organizational structure, and clientele served.

RECR 1155. Recreation Field Work II two hours
The sequence of field work courses is developmental. Progress develops from a dependent position to an interdependent position.

RECR 1199. Special Topics in Recreation one-twelve hours
Special selected topics will be studied. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs.

RECR 3300. Intramural Administration three hours
Administrative experience in directing and supervising institutional physical recreational programs is provided. The course will be offered both semesters on an arranged basis. PR: Junior standing or consent of instructor. (The course cannot replace or be used in the fulfillment of other program requirements.)

RECR 3301. Day Camp Administration three hours
Administrative experiences in directing and supervising summer day camp programs (Falcon Camp) are provided. This course will be offered on an arranged basis during the first and second summer sessions only. PR: Junior standing or consent of instructor.

Safety Education
(School of Education/Health and Human Performance)

SAFE 1199. Special Topics in Safety one-twelve hours

Special topics will be selected. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free elective credits in degree and certificate programs.

SAFE 2200. Accident Analysis and Emergency Care two hours

Problematic areas of accident causation, prevention, emergency treatment and control pertinent to the elementary school environment and teacher responsibilities are analyzed. (Required: Elementary Education.)

Safety/Environmental Engineering Technology
(College of Science and Technology)

SFTY 1100. Safety and Environmental Components of Industry three hours

This course provides an introduction to OSHA and EPA regulations pertaining to general and construction industry record keeping, OSHA/EPA inspection, fire, chemical exposure, most frequent violations, and others.

SFTY 1150. Safety Management and Concepts in Accident Prevention three hours

This class provides an introductory examination of safety management principles with an emphasis on recordkeeping, hazard identification, product safety, and behavioral-based safety as related to accident prevention. PR: SFTY 1100, MATH 1101

SFTY 2210. Disaster Preparedness and Emergency Systems three hours

A study of the major elements of disasters and emergencies, including systematic and organized methods of preparedness planning for these events. PR: None.

SFTY 2250. Safety Law and Compliance three hours

This course is a study of federal and state regulations governing general industry and product safety with an emphasis on various legal problems related to OSHA and general industry. (OSHA 10 hour card is attainable upon completion of this class) PR: SFTY 1100

SFTY 2260. Fire Prevention three hours

This course is a study and examination of fire prevention, detection and suppression. The NFPA Lifesafety Code will be addressed as well as basic water supply and hydraulics including distribution systems.
PR: SFTY 1100, CHEM 1102

SFTY 2280. Construction Safety & Law three hours

This course is a study of federal construction regulations and the case law surrounding the construction industry. (OSHA 10-hour card is attainable upon completion of the course)
PR: SFTY 2250, MATH 1102

SFTY 2290. Industrial Hygiene and Toxicology three hours

This course covers the methods for anticipating, recognizing, evaluating and controlling exposures in the workplace while exploring the toxicological effects of contaminants on workforces. PR: SFTY 1150, MATH 1101, CHEM 1102, CR: SFTY 2250

SFTY 2291. Environmental Engineering Technology: Hazardous Waste four hours

This class provides a comprehensive study of federal/state regulations and legislation pertaining to the Environmental Protection Agency. Coverage shall include EPCRA, TSCA, RCRA, CWA, CAA as related to generation, storage and disposal of chemicals and waste in industry. PR: CHEM 1102, SFTY 2250

SFTY 2295. HazWOPER three hours

A study of emergency responses related to hazardous chemical/waste spills. This course will be taught in accordance with OSHA's 29 CFR 1910.120. Completion of the course can result in HazWoper Cerfitication. PR: None.

SFTY 3300. Industrial Hygiene Applications and Practices four hours

A continuation of 2290, this course allows students to explore and apply the industrial hygiene sampling methodologies applicable to different chemical, biological and thermal exposures in the workplace. A hands-on class focusing on the utilization of sampling equipment. PR: SFTY 2290 (writing intensive course)

SFTY 3310. Ergonomics & Human Factors three hours

This class will discuss and explore the interaction and relationship between the design of the work place and the worker with and emphasis on anatomical/physiological stressors and common work-related musculoskeletal disorders. It will further focus on redesign and elimination of said stressors and cognitive factors related to the work environment. PR: SFTY 1100, CHEM 1102, MATH 1102, BIOL 1170

SFTY 3335. Air Pollution three hours

This course focuses on the state and federal requirements for air emissions with an emphasis on reporting and sampling methodologies. Studies shall include Criteria Pollutants, Hazardous Air Pollutants, Ozone Depleting Chemicals as well and modeling and emission control/reduction. PR: SFTY 2291, CHEM 1102

SFTY 3345. Water Pollution three hours

A study of state and federal regulations governing industrial water pollution including permitting, monitoring and remediation . The regulatory approach shall include the history of water pollution in this country and the technology and work practices available today to limit emissions. PR: SFTY 2291, CHEM 1102

SFTY 4400. Safety Engineering Design three hours

Design engineering and engineering countermeasures needed to minimize losses incurred by man and the environment. PR: SFTY 2202, 2250, PHYS 1102

SFTY 4415. Safety Internship three hours

Students shall complete an advisor-approved safety internship. Responsibilities must be in the field of employee safety and/or health.

SFTY 4420. System Safety and Management three hours

A study of System Safety methodologies and Process Safety management with an emphasis on safety audits, safety management, risk assessment, loss control and statistical applications. PR: SFTY 4400, MATH 1113, INFO 1100

Science
(College of Science and Technology)

SCIE 1110. Chemistry of Life four hours
An introduction to scientific principles designed to provide an understanding of the chemistry of biological systems. The intent is to develop an appreciation for the chemical nature of life as it relates to health, diagnostics, and the treatment of human diseases. It will consist of one two-hour class period and one two-hour activity period peer week. PR: (a) Math ACT score of 19 or higher; OR (b) Elementary Algebra 0095.

Social Science
(College of Liberal Arts)

SSCI 1199. Special Topics in Social Science one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

SSCI 1101. Introduction to Intelligence Research three hours
This course will integrate lecture and applications designed to develop basic skills in writing, research, analytical and presentation skills. The course will include lectures, discussions, and computer and research design projects.

SSCI 2200. Field Experience in IRA three hours
A supervised professional study conducted in the Intelligence Research and Analysis field setting. PR: Permission of the Instructor.

SSCI 4431. Methods and Materials of Teaching Social Studies three hours
Theory and practice in secondary school social studies. Students participate in laboratory exercises using various techniques of teaching social studies teaching and its various disciplines. Each student is also required to plan and teach at least one micro-unit. Fall Semester only. PR Successful completion of PPST PRAXIS Test.

SSCI 4450. Intelligence Research and Analysis Senior Seminar / Project three hours
A capstone course which requires students to explore in-depth case studies related to intelligence research and analysis in the areas of national security, law enforcement, industrial security, and cyber (information technology) security. Students will be required to collect information, assess vulnerabilities, develop sources, analyze data, write reports, maintain case files, prepare and give oral briefings, and defend recommended courses of action. Students will be supervised in the performance of a directed research project in conjunction with field work at a sponsoring agency. The objective will be an individual project which leads to a publishable intelligence product, enhances intelligence skills, or provides a unique service to a project mentor or organization. Student performance will be evaluated by a committee of faculty members. Input regarding the student's performance will be invited and encouraged from the sponsoring agency. PR: senior standing or permission of instructor.

SSCI 4498. Interdisciplinary Seminar three hours
Identification and synthesis of major concepts in the fields of geography, history, political science, psychology, sociology and economics. No prerequisites for History Majors. PR: for teaching degree candidates: HIST 1107, 1108, 1111, 1112, 1113, 3302, 3319, 3341; GEOG 2210; POLI 1103; SOCY 1110, 3301; ECON 2200 and/or consent of the instructor. Fall Semester only.

Sociology
(College of Liberal Arts)

SOCY 1110. Introductory Sociology three hours
The course is built around selected sociological concepts to provide a general understanding of our modern society.

SOCY 1111. Introduction to Anthropology three hours
This course is a survey of anthropology, including both prehistoric and traditional peoples and cultures.

SOCY 1199. Special Topics in Sociology one-twelve hours
Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the chairperson. Credits will be applicable as free electives in degree and certificate programs.

SOCY 2200. Social Problems three hours
A study of social stresses and strains in important areas of human relationships. PR: SOCY 1110.

SOCY 2230. Social Psychology three hours
A study of social structure and social interaction. Techniques of leadership and control will receive special study. PR: SOCY 1110. PSYC 101 or EDUC 1302 and 1303 recommended. Same course as PSYC 2230.

SOCY 2240. Nonparametric Statistics three hours
Introduces the student to the fundamental principles of descriptive and inferential statistics with an emphasis on the analysis of nominal and ordinal data. These areas include non-parametric tests of significance, scaling, coding, and a discussion of hypothesis construction. This course should be taken during the sophomore year. (Credit in either Political Science or Sociology.) PR: MATH 1107 or 1111 or 1112 or 1115 with a grade of "C" or better.

SOCY 3301. Ethnology three hours
A study of human biological and social origins, including human prehistory, race, the origin and nature of culture, social organizations among preliterate peoples, cultural diffusion, and culture change. PR: SOCY 1110 or 1111.

SOCY 3310. Sociology of the Family three hours
A study of the background, structure and function of the American family with emphasis placed on the effect of social change upon the family. The meaning of the paired relationship is examined along with alternatives to marriage and the family. PR: SOCY 1110.

SOCY 3325. Social Stratification three hours
The course includes an analysis of social structure and stratification in terms of class, status, and power relations in society; an examination of theories and research findings.

SOCY 3340. Juvenile Delinquency three hours
A study of what society defines as delinquent behavior and of the young people designated as delinquents. Emphasis will be placed on the causes of delinquency and on the various techniques and methods of prevention, treatment, and rehabilitation. PR: SOCY 1110, 2200.

SOCY 3360. Methods of Social Research three hours
This course is an introduction to the planning and implementation of social research projects. The course will consider the topics of variables and hypotheses, flowcharts, tables, questionnaires, coding instructions and data sheets, machine processing, and sur-

vey analysis of the data. PR: 1110 and 2240.

SOCY 3380. Afro-American History and Culture three hours

A multi-disciplinary approach to the Negro in American life beginning with African civilization and covering the period up to and including the American Civil War. (Credit in History or Sociology.)

SOCY 3381. Blacks in America: 1865 to the Present three hours

An in-depth study of the history and culture of Blacks in the United States from 1865 to present. (Credit in History or Sociology.)

SOCY 4410. Industrial Sociology three hours

A study of the organization, structure, function and social relationship found in the various areas of industrial activity in American society. The area of industrial relations will receive special emphasis. PR: SOCY 1110.

SOCY 4430. Community Organization three hours

A study of the structure and function of the various social groupings found in the community. The course is oriented toward the development of community leadership talent. PR: SOCY 1110, 1200.

SOCY 4450. Minority Groups three hours

A study of racial and cultural minority groups in the United States with special emphasis upon understanding the cause of their persistence and the reason for majority- minority antagonisms. A study of the techniques whereby prejudices are developed and reduced will be made. PR: SOCY 1110, 2200.

SOCY 4461. Advanced Methodology three hours

This course will critically interrelate and compare the various stages of social research such as conceptualization of hypothesis, measurement, experimental design, sampling, data collection, data analysis, and data interpretation. Within this format, various special topics will be developed, depending upon the available resources. PR: SOCY 3360 or consent of the instructor.

SOCY 4470. Sociological Theory three hours

A study of the historical development of modern sociological thought. PR: 3360.

SOCY 4471. Advanced Sociological Theory: A Critical Review three hours

An intensive study and critical examination of certain selected sociological theorists and the ways in which they differ and are similar. PR: SOCY 4470 or consent.

SOCY 4490. Seminar: Sociological Literature three hours

A course designed to use original sources and publications not primarily used as texts. PR: SOCY 4470 or consent of instructor.

SOCY 4491. Seminar: Sociological Literature one to three hours

A course designed to use original sources and publications not primarily used as texts. PR: 490 or consent.

SOCY 4492. Seminar: Sociological Literature one to three hours

A course designed to use original sources and publications not primarily used as texts. PR: 4490 or consent.

SOCY 4497. Seminar: Special Problems in Sociology one to three hours

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 4470 or consent.

SOCY 4498. Seminar: Special Problems in Sociology one to three hours

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: 4470 or consent.

SOCY 4499. Seminar: Special Problems in Sociology three hours

Open only for juniors and seniors majoring in Sociology. Reading and research on subjects suited to the student's needs. PR: SOCY 4470 or consent of instructor.

Spanish
(College of Liberal Arts)

SPAN 1101. Elementary Spanish I three hours

Spanish 1101 is for the student with little no prior experience with Spanish. Students in Spanish 1101 will practice Spanish pronunciation and will learn basic grammar as they develop skills in reading, writing, speaking and understanding. Students will develop communication skills in situations related to everyday living, both at home and in the workplace. Students having had two years or more of high school Spanish should register for SPAN 1102.

SPAN 1102. Elementary Spanish II three hours

Spanish 1102 is a continuation of Spanish 1101. Students expand their skills and knowledge of grammar while reading, writing, speaking, and building a broad vocabulary base. Students will develop communication skills in situations related to everyday living, both at home and in the workplace. PR: SPAN 1101 or equivalent.

SPAN 1199. Special Topics three hours

Studies in selected topics. The topic will be determined by the instructor and approved by the chairperson. Credits earned will be applicable as free electives in degree and certificate programs.

SPAN 2200. Language Through Video three hours

Destinos is a video-based course designed to maximize the student's exposure to the target language. Students independently watch *Destinos* and later are tested on their comprehension of the material watched . PR: SPAN 1102 and consent of instructor.

SPAN 2201. Intermediate Spanish I three hours

Students integrate the grammar studied and the skills acquired in Spanish 1101 and 1102, as well as becoming familiar with more sophisticated grammatical structures. Students will focus on reading, writing, and communication skills in situations related to everyday living, both at home and in the workplace. PR: SPAN 1102 or equivalent. Offered every other semester.

SPAN 2202. Intermediate Spanish II three hours

Students in Spanish 2202 will review Spanish grammar and augment their vocabularies by the study and discussion of written works (short stories, poems, news articles, and essays). Emphasis is put upon developing the student's conversational skills through class discussion and debate. PR: SPAN 2201 or equivalent.

SPAN 2250. Spanish For the Medical Professions three hours

This course is designed to enable the student to effectively manage the fundamentals of medical terminology in Spanish. PR: SPAN 1102. Offered per demand.

SPAN 2251. Spanish For Criminal Justice three hours

This course is designed to enable the student to effectively manage the fundamentals of law enforcement terminology in Spanish. PR: SPAN 1102. Offered per demand.

SPAN 2252. Spanish For a World Economy three hours

This course is designed to enable the student to effectively manage the fundamentals of business terminology in Spanish. PR: SPAN 1102. Offered per demand.

SPAN 3300. Undergraduate Student Exchange three-six hours

Any student who participates in an exchange program which is approved by his/her advisor may receive three-six credit hours depending upon the type of program and its duration. PR: SPAN 1102 and consent of instructor.

SPAN 3301. Spanish Composition and Conversation I three hours

Spanish 3301 is designed to improve skills in oral and written expression. PR. SPAN 2202.

SPAN 3302. Spanish Composition and Conversation II three hours

This course is a continuation of Spanish 3301 with an ever-increasing emphasis on communicative skills relevant to a wide variety of cultural contexts. PR: SPAN 2202.

SPAN 3310. Spanish Civilization and Culture three hours

The students will study the history, civilization, and culture of Spain through extensive reading, videos, writing, and class discussion. PR: SPAN 3301 or 3302.

SPAN 3320. Latin American Civilization and Culture three hours

The students will study the history, civilization, and culture of Latin America through extensive reading, videos, writing, and class discussion. PR: SPAN 3301 or 3302. Offered every other semester.

SPAN 3350. History of the Spanish Language three hours

This class is an introduction to the historical development of the Spanish language-lexicon, morphology, and phonology-for the student with little or no previous background in linguistics. PR: SPAN 3301 or 3302. Offered per demand.

SPAN 4400. Survey of Latin American Literature three hours

This class treats the major movements in Latin American literatures from Pre-Colombian times until the present. Students will be exposed to the major genres (poetry, narrative, essay, and theater) through extensive reading and will become familiar with the greatest writers of Hispanic literature. PR: SPAN 3301 or 3302. Offered every other year.

SPAN 4401. Survey of Peninsular Literature three hours

This class treats the major movements in Peninsular literatures from the Spanish Middle Ages until the present. Students will be exposed to the major genres (poetry, narrative, essay, and theater) through extensive reading and will become familiar with the greatest writers of Spanish literature. PR: SPAN 3301 or 3302. Offered every other year.

SPAN 4402. Independent Study three-six hours

Students may participate in a variety of programs designed to help them attain a higher level of fluency and a greater understanding of Hispanic culture. PR: SPAN 4400 or 4401 and consent of instructor.

SPAN 4418. US Hispanic Cultures & Literature three hours

This course studies the history of the Hispanic presence in the US, its influence upon contemporary US culture, society, and economy, and the politics of language. Materials studied include newspaper articles, essays, films and plays. PR: SPAN 3310 or 3320. Offered per demand.

SPAN 4431. Methods: Second Language Acquisition in the Classroom three hours

(Taught in English.) In this class, foreign language teaching majors will study the methodology of second language acquisition and its application in the classroom, familiarize themselves with national foreign language instruction standards, design lesson plans, teach mini-lessons, participate in peer evaluation, and become familiar with the latest pedagogical technologies available. PR: SPAN 4400 or 4401 and consent of instructor. Offered per demand.

Speech Communication
(School of Fine Arts)

SPCH 1100. Introduction to Speech Communication three hours

Examines the theoretical foundations of speech communication through definitional analysis and examination of communication models, code elements, and ethical considerations pertinent to communication in our society. The course provides the opportunity for each student to participate in interpersonal and public speaking presentations to develop his/her skills in interacting with others in both the personal and professional arenas. This course is required of all B.A. and B.S. degree candidates.

SPCH 1103. Listening Skills one hour

This course focuses on the foundation techniques-behavioral, attitudinal and cognitive-which are used in effective listening. The course will examine also what is known about listening. Exercises designed to improve listening techniques and skill are included.

SPCH 1105. Voice & Diction three hours

Theory and practice of speech science to provide basic information prerequisite to further speech and drama study and to improve the skills of the speaking voice. Open to speech communication and theatre students and music students only. Offered fall semesters.

SPCH 1107. Speech Improvement three hours

Designed for students who wish to improve the effectiveness of their speech (voice and diction). Training in pronunciation, enunciation, and voice production in order to develop standard speech. Therapy for major speech disorders is not administered. May not be substituted for SPCH 1105 requirement. Offered spring semesters.

SPCH 1171. Mass Communication three hours

This course is a survey of the industry and its role in today's society. Historical developments and current responsibilities of those working in the various areas of mass communication will be discussed. Special emphasis will be given to the ever-changing nature of mass communication including the computer and internet as tools of mass communication.

SPCH 1199. Special Topics in Speech Communication one-twelve hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Maximum credit-3 hrs. per semester.

SPCH 2215. Nonverbal Communication three hours

This course examines the nonverbal components of speech communication. Concepts of the human body as a message carrier and the message characteristics of space, time, artifacts, and voice will be discussed. In addition, the functions of nonverbal communication as it affects relational interaction will be studied and researched. Spring semester. PR: SPCH 1100.

SPCH 2217. Language in Communication three hours

A study of verbal coding for communication. Focuses upon the function of language in oral communication, theories of oral language acquisition and behavior and the special problems involved in oral language coding for audiences. PR: SPCH 1100. Spring semester.

SPCH 2231. Small Group Communication three hours

A study of communication in a small group context with emphasis on the processes of role emergence and decision-making in the task oriented group. Group cohesiveness, roles, group acculturation, leadership emergence, and the small group in organizations are among the topics studied. Spring semester. PR: SPCH 1100.

SPCH 2235. Interpersonal Communication three hours

A study of communication in dyadic settings with an emphasis on increasing awareness and understanding of the theories, concepts and principles related to human interaction. Focus is placed on improving skills in interpersonal communication. Fall Semester. PR: SPCH 1100.

SPCH 2241. Argumentation & Debate three hours

A study of the principles of argumentation, logic and reasoning, evidence and decision-making. A practical application of these principles is emphasized through the study of current controversies and oral class debates. Fall semester. PR: SPCH 1100.

SPCH 2249. Intercollegiate Debate I-IV one-four hours

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to freshmen and sophomores. Juniors and seniors see SPCH 4449. PR: SPCH 2241 or consent.

SPCH 3337. Persuasive Communication three hours

This course is an in-depth study of the speaker, audience, and environmental factors influencing the persuasive process. It is designed to give advanced speech communication students training in the preparation, presentation, and critical analysis of persuasive speeches. Various delivery styles including impromptu and extemporaneous will be used. Fall Semester. PR: SPCH 1100 and 2241.

SPCH 3345. Oratory three hours

This course is the capstone experience for all communication majors and minors. Students will study the role of rhetoric/public discourse as an agent of change in a free society and prepare a persuasive manuscript to be delivered to a public audience. This class prepares students for participation in the M. M. Neely Persuasive Speaking Contest. PR: SPCH 3337. Spring Semester.

SPCH 3369. Communication in Organizations three hours

This course will study the nature of communication in organizations and the skills necessary to communicate effectively in the organizational setting. This course will cover the organization as a communication system, the formal and informal systems, serial communication, networks, alternative communication systems, interpersonal and organizational communication skills, and communication problems and strategies in organizations. Spring semester of even numbered years. PR: SPCH 1100.

SPCH 4421. Extemporaneous Speaking one hour

Study of origin, aim and development of extemporaneous speeches. Preparation for competition. Spring semester. PR: SPCH 2241 and 3337.

SPCH 4431. Methods and Materials in Teaching Speech Communication and Theatre three hours

Philosophy, methods, and materials of teaching speech communication and theatre as well as directing the speech communication and theatre co-curricular and extra-curricular activities in the secondary schools. Fulfills Professional Block requirement for those with a single teaching field in oral communication. Fall Semester.

SPCH 4449. Intercollegiate Debate I-IV one-four hours

Training for and participation in intercollegiate debate tournaments at colleges and universities throughout the eastern United States. Credit is also given for researching the intercollegiate debate proposition for the current academic year. Maximum credit in any one semester is one hour. Open to juniors and seniors. Freshmen and sophomores see SPCH 2249. PR: SPCH 2241 or consent.

SPCH 4491. Directed Study in Speech Communication one-four hours

The students elect directed study in any area of speech communication which is not treated in the speech course offerings. Course is designed by the student and selected faculty with approval of School's chairman. Maximum credit earned in any one semester is one credit hour. PR: Consent of instructor.

SPCH 4499. Seminar in Communication Issues · three hours

This course is designed to provide extensive knowledge and background in a selected communication issue (ethics) or skill (listening). Fall semester (ethics in odd numbered years, listening in even numbered years).

Technology
(College of Science and Technology)

TECH 1100. Technology and Society three hours
An analysis of the historical development of man and technology as antecedents of the technological society. Students will interact with the domains of technology through problem solving applications of engineering problems.

TECH 1101. Introduction to Technology three hours
This course is intended as a survey of the discipline of technology. The goal of the course is for the student to develop some measure of technological literacy and an understanding of the uniqueness of technology in human endeavors. Instruction will consist of lectures, media presentations, discussions, field trips, and class activities.

TECH 1104. Technology Design & Problem Solving three hours
This course provides incoming students with prerequisite knowledge and skills for required technology systems classes that follow. Students will study 1) philosophy, rationale, and current curriculum trends in Technology Education, 2) basic design/drafting techniques, 3) laboratory and machine tool safety practices, and 4) design and problem solving processes used in Technological career fields. Class methodology will include both lecture and applied experiences with tools, equipment, and processes of technology.

TECH 1150. Control Technology three hours
Control technology is a course that addresses mechanical, fluid, electrical, electronic and computer instrumentation used to regulate technical products and systems. Students will develop knowledge and skills of common control related components/devices and apply them to the solution of practical problems found in typical technology education settings. CR: MATH 101.

TECH 1199. Special Topics one-three hours
A study of special topics of educational, technical, or industrial concern. PR: Consent.

TECH 2202. Transportation I four hours
A study of the means by which mass is moved from one point to another. This will be achieved by studying the propulsion, guidance, control, suspension, structure, and support elements of a wide variety of transportation subsystems. PR: None.

TECH 2203. Manufacturing I four hours
This course deals with an introduction to the inputs, processes, and outputs of the manufacturing system. The methodology of the course will involve students with selected Research [Development and Production processes of the Manufacturing system. More specifically, each student will design and engineer a middle school or high school level product. They will then perform selected production planning, plant engineering, and quality control activities to prepare their product for mass-production. The results of these Research & Development and Production activities will be developed into camera ready copy production packets. Finally, each student will set up a production line for the class to mass-produce a limited number of their products, using jigs, fixtures, and/or other mass-production related tooling. PR: INFO 1100, MANF 1100, TECH 1104.

TECH 2204. Construction I four hours
This first course in construction is designed to acquaint students with the impacts of construction on society, basic concepts of architectural design, construction accouterment (materials, tools, and equipment), specifications and contracts, and processes involved in residential construction. Students will complete an historic timeline of construction and will deliver an oral presentation on a specific residential construction topic. Students will perform several traditional construction activities such as: materials testing, card structures, and a building a residential model. They will also complete an activity where they will study the impacts of construction on society. PR: TECH 1104, MANF 1100.

TECH 2250. History of Technology three hours
A survey course from prehistorical tool-making to atomic energy and computers in the twentieth century. Credit in history or technical education.

TECH 2290. Engineering Analysis I four hours
Technical problem solution utilizing analytical geometry and calculus. Topics include: curvilinear motion, related rates, curve sketching, maximal and minimal problems; areas, volumes, centroids, and moments of inertia by integration. PR: Sophomore standing. MATH 1101 and 1102 with a final grade of "C" or better in each course and at least nine credits of technology courses.

TECH 2299. Special Topics one-three hours
A study of special topics of educational, technical, or industrial concern. PR: Consent.

TECH 3300. Engineering Analysis II four hours
A continuation of the study of problem solving procedures utilizing calculus. Topics include: transcendental functions, partial derivative, double integration; methods of curve fitting; series expansion; differential equations. PR: TECH 2290 OR MATH 1185 with a final grade of "C" or better.

TECH 3301. Communication four hours
This is a study of the technical means by which man communicates. The emphasis will be on electronic and graphic forms of communication. The social/cultural aspects of communication will be studied as well as the technical components. The course will be general education in nature and the immediate audience will be prospective junior and senior high school industrial arts teachers. PR: INFO 1100, MANF 1100, TECH 1104 and 1150.

TECH 3302. Manufacturing II four hours
This course deals with the analysis of the inputs, processes, and outputs of the manufacturing system. The methodology of this class is to simulate the organization and operation of a manufacturing corporation. Students will elect a board of directors, a company president, and organize departments in research and development, industrial relations, finance, production, and marketing. The class will design and engineer a college level product, plan for mass-production of the product, finance the production of the product through common stock sales or other financial means, mass-produce the product, and market the product in the school or local community. PR: TECH 2203 and 1150.

TECH 3303. Transportation II four hours
A study of the means by which mass is moved from one point to another. This will be achieved by studying the environments system elements, and social/cultural aspects of the transportation system-past, present and future. It shall be general education in nature and the immediate audience will be prospective junior and senior high school industrial art teachers. PR: TECH 1150, TECH 2202 or consent. (Technology Education Single Teaching Emphasis Students Only.)

TECH 3304. Construction II four hours
This course deals with an analysis of the inputs, processes, and outputs of the construction system. The methodology of this course will involve students with selected structural design and analysis, and structural production processes which are used by humans to construct building structures, non-building structures (bridges, tunnels, dams, etc.) and transportation structures/surfaces. This

course is designed to provide teacher education majors with an overall view of the construction system that can be applied to middle school and high school classroom situations. The primary methodology in this course is structural model building and testing. PR: TECH 1150, TECH 2204 or consent (TE Single Teaching Emphasis Enrollees Only)

TECH 3310. Man and Technology three hours
A historical study of man and technology as a basis for the development of contemporary philosophical systems. PR: Junior standing.

TECH 3331. Organization and Administration of Technology Education four hours
This course is designed to prepare the pre-service technology education teacher to effectively organize and manage a technology education classroom and laboratory. Emphasis is placed on safety system design, discipline planning, laboratory organization and management, requisitioning/supplies/equipment, machine maintenance and facility design. Also included are topics relating to curriculum trends, Technology Student Association (TSA) and public relations. CR: TECH 3301, 3302, 3303, and 3304.

TECH 3393. Future Global Crises three hours
A team-taught multi-disciplinary study of the future and its possible alternatives. Areas of concentration are subject to students' choice. (Credit in Political Science or Psychology) PR: Junior standing.

TECH 3399. Special Topics one-three hours
A study of special topics of educational, technical or industrial concern. PR: Consent.

TECH 4400. Work Experience Seminar four hours
A functional analysis of industrial organization and management, and the implementation of these concepts toward the initiation of a new industry. PR: Technology sophomore standing or consent.

TECH 4401. Work Experience Laboratory eight hours
On the job work experience including employer evaluation.

TECH 4431. Methods and Materials for Teaching Technology Education three hours
This course is designed to prepare the pre-service technology education teacher to effectively teach the range of students in grades five through twelve in the public schools. Emphasis is placed on designing a unit of instruction in one of the four technology education system areas. The primary assignment is the preparation of a course unit of study that will include the following topics: a rationale, course/unit planning, lesson planning, instructional objectives, instructional strategies, and student evaluation/grading. PR EDUC 3352, TECH. 2204, 3301, 3302, 3303, and 3331.

TECH 4499. Special Topics one-three hours
A study of special topics of educational, technical, or industrial concern. PR: Consent.

Theatre
(School of Fine Arts)

THEA 1105. Voice and Diction three hours
Theory and practice of speech science to provide basic information prerequisite to further speech and drama study and to improve the skills of the speaking voice. Open to speech communication and theatre students and music students only. Fall semesters.

THEA 1110. Introduction to Theatre three hours
An overview of the purposes and organization of the theatre and allied areas and the functions of all of the jobs related to a theatrical presentation; artistic, performer, director, designer, technicians, and "front-of-house" operations and introduction to the theatre as a profession; professional organizations and securing employment. Fall semesters.

THEA 1114. Body Training and Stage Movement three hours
Required of all theatre majors and minors. Care, control and use of the body as an instrument basic to performance (acting, singing, dancing). Spring semesters.

THEA 1120. Theatre Appreciation three hours
A general theatre course that serves as an introduction to traditional and more recent developments in western and non-western theatrical practice. Students are encouraged to develop their own perspectives and critical skills by means of studying selected writings of theatre practitioners and critics and by seeing and evaluating campus theatre productions.

THEA 1140. Theatrical Production two hours
Lecture course introducing the student to the principles and techniques of the organization, planning, and execution of technical theatre production, including scenery, properties, lighting, costuming, sound, and stage management.

THEA 1148. Theatre Workshop one-four hours
Crew work is assigned to Masquers productions and studio theatre productions. Opportunities for experience in all areas of technical theatre such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. One hour of credit taken concurrently with THEA 1140 is required of all B.A. majors and minors in Speech Communication and Theatre (Theatre Option) and B.A. in Education with teaching field in Oral communication (grades 5-8, 5-12, or 7-12). No more than one hour can be earned during a semester. Open to freshmen and sophomores (first four semesters) (juniors and seniors, see Theatre 3348).

THEA 1151. Text Analysis three hours
This course provides a basic introduction to the processes, techniques, and applications of text analysis as these relate to the activities and responsibilities of theatre artists – acting, directing, designing, etc. Spring semesters.

THEA 1160. Technical Theatre Practicum: Costuming I one hour
Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

THEA 1162. Technical Theatre Practicum: Lighting I one hour
Practical experience in varied aspects of lighting through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

THEA 1164. Technical Theatre Practicum: Properties I one hour
Practical experience in varied aspects properties through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

THEA 1166. Technical Theatre Practicum: Scenic I one hour

Practical experience in varied aspects of scenic work through work assigned to Masquers productions or other staged events. Open to freshmen and sophomores. Taught on demand.

THEA 1168. Technical Theatre Practicum: Sound I one hour

Practical experience in varied aspects of sound through work assigned to Masquers productions or other stated events. Open to freshmen and sophomores. Taught on demand.

THEA 1199. Special Topics in Theatre one-three hours

Studies in special selected topics. The topic to be studied will be determined by the instructor and approved by the School's chairman. Credits earned will be applicable as free electives in degree and certificate programs. Maximum credit per semester: one hour.

THEA 2212. Theatrical Makeup one hour

Fundamentals of the theory and technique of designing and applying theatrical makeup, including laboratory experience and practical experience with Masquers productions and studio theatre productions. Even-numbered fall semesters

THEA 2220. Oral Interpretation three hours

This course provides an introduction to the study and practice of the principles involved in understanding the meaning of prose, poetry, and dramatic literature and the effective transmission of that meaning to an audience. PR: THEA 1151. Odd-numbered spring semesters.

THEA 2228. Oral Interpretation Practicum I one-four hours

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation. Maximum credit earned a semester is one credit hour. PR: THEA 2220 and/or consent of instructor.

THEA 2230. Acting three hours

This course is an introduction to the theory and practice of fundamental acting techniques for the stage. PR: THEA 1151. Fall semesters.

THEA 2238. Acting Workshop I one hour

Credit is earned for public performance in faculty directed Masquers productions. One credit maximum is allowed each semester. Open to freshmen and sophomores.

THEA 2244. Introduction to Theatrical Design three hours

An introduction to the principles of theatrical design, including scenic, lighting, and costume design. Spring semesters.

THEA 2251. Playwriting three hours

The course explores the theory and practice of the playwright's art, and involves instruction in the craft of playwriting and the creation of original scripts for the theatre. Students will learn how to write for the stage, as opposed to the page. A fully developed short play will be required. PR: THEA 1110, 2230, and/or permission of instructor. Odd-numbered fall semesters.

THEA 2262. Production Practicum I one hour

Credit is earned for practical experience in varied aspects of technical theatre production including scenery, lighting, costuming, properties, and sound through work assigned to Masquers productions. One credit maximum is allowed each semester. PR: consent. Open to freshmen and sophomores.

THEA 3305. Voice for the Stage three hours

This course is a continuation of THEA 1105 with specific emphasis on using the vocal instrument in the interpretation of texts, and the creation of characters and dialects. PR: THEA 1105; THEA 1151. Even-numbered spring semesters.

THEA 3314. Advanced Theatrical Makeup one hour

Practice in advanced design and application of theatre makeup. Assigned to Masquers production and studio theatre productions. PR: 2212. Odd-numbered spring semesters

THEA 3326. Performance Studies three hours

The course explores the theories and practices of approaching performance as a way of knowing. Through theatre exercises and personal discovery, students research, create, and perform a solo piece for the stage. PR: THEA 2230. Even-numbered fall semesters.

THEA 3330. Advanced Acting three hours

This course is a continuation of THEA 2230 with specific emphasis on the exploration and application of twentieth century acting theories appliedto both realistic and non-realistic plays. PR: THEA 2230. Odd-numbered spring semesters.

THEA 3336. Directing three hours

Principles and techniques of play directing. Special attention given to directing problems in educational theatre: play selection, budgeting, casting, mounting, and staging, public relations, and coordination of crafts. PR: THEA 1140, 1148 and/or THEA 3348 and THEA 2230 and consent. Spring semesters.

THEA 3340. Theatre History I three hours

The development of the theatre from its beginnings through the Renaissance. PR: THEA 1151 or consent. Even-numbered fall semesters.

THEA 3341. Theatre History II three hours

This course is a continuation of THEA 3340, exploring the development of theatre from the Restoration to the present. PR: THEA 1151 or consent. Odd-numbered spring semesters.

THEA 3344. Advanced Theatrical Design three hours

Advanced theatrical design will involve completed projects in scenic, lighting, and costume design to apply theory and introductory techniques and skills presented in the beginning course. Odd-numbered fall semesters.

THEA 3346. Creative Puppetry three hours

The course explores the theories and practices of puppetry as an artistic performance and as an educational tool. Projects in this course will include puppet design, construction and performance. Emphasis will be placed on teaching the National Standards in Theatre as well as on ways to use puppets across the curriculum. Odd-numbered fall semesters.

THEA 3348. Theatre Workshop I one-four hours

Crew work is assigned to Masquers mainstage and/or studio theatre productions. Opportunities for experience in all areas of technical such as scenic construction, property, lighting, costume, and sound crews, depending upon the proficiency of the student. No more than one hour can be earned during a semester. Open to juniors and seniors. (Freshmen and sophomores, see THEA 1148).

THEA 3350. Children's Drama three hours

A lecture course providing an introduction to the theories and techniques involved in both creative drama for children and children's theatre. Even-numbered spring semesters.

THEA 3352. Creative Drama three hours

The course explores the history, theories, and practices of playmaking, storytelling, creative drama and theatre-in-education as used in educational settings with diverse populations. Projects in this course will also apply drama techniques across the school curriculum. Even-numbered fall semesters.

THEA 3354. Theatre Education Practicum I one hour

This course involves the application of theories and techniques of children's theatre, creative dramatics, and puppetry under the supervision with diverse populatnin educational settings. PR: THEA 3346, 3350 and 3352 required.

THEA 3356. Summer Theatre: Rehearsal and Performance one-three hours

Systematic rehearsal and public performance with the Masquers Town and Gown Players (college-community summer theatre). Designed for students who desire concentrated stage training and experience. Roles assigned dependent upon directors' selection and hours credit desired. PR: Auditions.

THEA 3358. Summer Theatre: Production and Management one-three hours

Experience provided in every phase of theatrical production and some phases of theatre management in conjunction with the Masquers Town and Gown Players (college- community summer theatre). Experiences include set designing and construction, lighting, costumes, makeup, box office, house management, and publicity. Assignments dependent upon hours credit desired. PR: Consent.

THEA 3360. Technical Theatre Practicum: Costuming II one hour

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

THEA 3362. Technical Theatre Practicum: Lighting II one hour

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

THEA 3364. Technical Theatre Practicum: Properties: II one hour

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

THEA 3366. Technical Theatre Practicum: Scenic II one hour

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

THEA 3368. Technical Theatre Practicum: Sound II one hour

Practical experience in varied aspects of costuming through work assigned to Masquers productions or other staged events. Open to juniors and seniors. Taught on demand.

THEA 3375. Development of Dramatic Art three hours

Study of the works of major playwrights and critical theorists of western and non-weatern theatre. PR: 1151 or consent. Even-numbered fall semesters.

THEA 3392. Costume History and Design three hours

History of wearing apparel and appointment with emphasis on the Western World beginning with the Egyptians up to the present day and an introduction to the principles of costume design. PR: SPCH 1105 or 1107. Odd-numbered fall semesters.

THEA 4428. Oral Interpretation Practicum II one-four hours

Preparation for and participation in public performances and intercollegiate competitions and festivals in oral interpretation, dependent upon proficiency level. Maximum credit earned a semester is one semester hour. Open to juniors and seniors. (Freshmen and sophomores, see THEA 2228.) PR: THEA 2220 and or consent.

THEA 4432. Acting Workshop II one hour

Credit is earned for public performance in faculty directed Masquers productions. One credit maximum is allowed each semester. Open to juniorstand seniors.

THEA 4438. Senior Comprehensive Project three hours

The course consists of a capstone experience that assesses student understanding of the theories and practices studied and developed throughout the freshman, sophomore, and junior years. A significant production/research project is designed and executed with the guidance of a faculty mentor. PR: senior standing and consent.

THEA 4462. Production Practicum II one hour

Credit is earned for practical experience in varied aspects of technical theatre production including scenery, lighting, costuming, properties, and sound through work assigned to Masquers productions or other staged events. One credit maximum is allowed each semester. PR: consent. Open to juniors and seniors.

THEA 4480. Theatre Business Management and Promotion three hours

Study of theatre management procedures including responsibilities and practices in business management, box office management, and house management; and the study of the responsibilities and practices in theatre promotion, including the use of the media. Taught on demand. Even-numbered spring semesters.

THEA 4484. Theatre Business Management Practicum one-two hours

Practical experience in varied aspects of business management, including box office assignments through work with Masquers and other productions. Maximum credit earned a semester is one hour. PR: Consent of instructor.

THEA 4488. Promotion Practicum one-two hours

Practical experience in varied aspects of theatrical promotion through work assigned to Masquers productions. Maximum credit a semester: one hour.

THEA 4490. Directed Study in Theatre one-three hours

The student selects directed study in any area of theatre which is not treated in the theatre course offerings. Course designed by student and selected faculty with approval of the School's chairman. Maximum credit earned a semester is one hour. PR: Consent of instructor.

Faculty

ABBOTT, MELISSA W. (2003)
Assistant Professor of Safety
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A.A. Santa Fe Community College
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Directory

Higher Education Governance

Higher Education Policy Commission

The Higher Education Policy Commission was established by Senate Bill 653 enacted on March 19, 2000. The commission is responsible for developing, gaining consensus around and overseeing the implementation of a public policy agenda and for developing a master plan for higher education for the state. The commission is comprised of nine members, seven of whom are appointed by the Governor with the advice and consent of the Senate.

J. Thomas Jones, Chairman Fairmont
Mary Clare Eros, Vice Chairman Martinsburg
Elliott G. Hicks, Secretary Charleston
Michael S. Garrison Charleston
R. Ken Hall Alum Creek
John R. Hoblitzell Charleston
Terry R. Sammons Gilbert
David L. Stewart Charleston
Kay Huffman Goodwin, Ex-officio Charleston
Nelson B. Robinson, Jr., Ex-officio Charleston

Institutional Board of Governors

The institutional Board of Governors for Fairmont State University consists of nine members appointed by the Governor with the advice and consent of the Senate and a representative from the faculty, classified staff, and student body chosen by their respective groups.

James Griffin, Chairman Bridgeport
J. Richard Martin, Vice-Chairman Fairmont
Robert Kittle, Secretary Bridgeport
Carl Friebel Clarksburg
Heather Garrison Charleston
Larry Mazza Clarksburg
Phil Reale Glenville
Connie Moore Faculty Representative
Diana Phillips Classified Staff Representative
Dixie Copley Board of Advisors

Administration and Staff

PRESIDENT OF THE UNIVERSITY Daniel J. Bradley, Ph.D.
Assistant to the President and Director of Communications Sarah L. Hensley, M.A.
ACADEMIC AFFAIRS, Provost and Vice President for Anne L. Patterson, Ph.D.
Associate Provost (Interim) Christina Lavorata, Ed.D.
ACADEMIC SERVICES/CIO, Vice President for
Associate Vice President Maria C. Rose, Ed.D.
ADMINISTRATIVE AND FISCAL AFFAIRS, Vice President for Enrico A. Porto, B.S.
Financial Management Analyst Christopher L. Morgan, C.P.A., B.S.
ADMISSIONS, Executive Director of Enrollment Services Douglas J. Dobbins, M.A.
Director of Recruiting Operations Stephen L. Leadman, B.A.
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Admissions Counselor Kimberly M. Patton, B.S.
Admissions Counselor Lyla D. Grandstaff, B.S.
ADVISING CENTER, Director of Pamela S. Stephens, M.A.
AFFIRMATIVE ACTION, Director of Sarah L. Hensley, M.A.
ATHLETICS, Director of. David W. Cooper, M.A.
CAREER SERVICES AND STUDENT EMPLOYMENT, Director of Sally V. Fry, M.S.
Support Services/Student Employment Ann M. Lester, B.A.
CENTER FOR TEACHING EXCELLENCE, Director of Nancy C. McClure, Ed.D.
COMMUNITY AND TECHNICAL COLLEGE, President of Blair Montgomery, M. A.
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Assistant Provost Richard McCormick, M.B.A.
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Off Campus Programs, Director of Clara J. Hawkins, M. A.
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Dual Enrollment Saundra J. Ross
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FINANCIAL AID, Director of Sandra K. Bennett, M.S.
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HUMAN RESOURCES, Director of E. Stephen Leach, M.A.
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 - English
 - Folklore
 - Journalism
 - Spanish
 - French
- Department of Social Science Deanna Shields, Ph.D., Chair
 - Criminal Justice
 - History
 - Political Science
 - Philosophy
- Department of Behavioral Science Ann V. Shaver, Ed.D., Chair
 - Geography
 - Psychology
 - Sociology

COLLEGE OF SCIENCE AND TECHNOLOGY Philip J. Mason, Ph.D., Dean

- Department of Biology and Chemistry Steven K. Roof, Ph.D., Chair
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 - Chemistry
- Department of Physics, Math, and Computer Science Dwight M. Harris, Ph.D., Chair
 - Physics
 - Mathematics
 - Computer Science
- Department of Technology James C. Goodwin, P.E., Chair
 - Engineering Technology

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Gary Bennett, MBA, Asst. Head

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- Department of Business Administration and Economics
- Department of Information Systems
- Department of Management and Marketing
- Business Education

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Carl A. Colebank, Ed.D. Asst. Head

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 - Health Science
 - Physical Education
 - Recreational Leadership
 - Sport Coaching
- Dean of Teacher Education
 - Early/Middle Education
 - Middle/Adolescent Education
 - Special Education
 - Health Science
 - Family & Consumer Sciences
 - Library Media
 - Physical Education
 - Recreational Leadership
 - Sport Coaching

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- Nursing

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- Speech Communication
- Theatre

Graduate Studies

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Master's Degrees Offered

Fairmont State University currently offers a Master of Education (M.Ed.) degree with an emphasis in Middle Childhood Education or Special Education. In collaboration with Marshall University, Fairmont State University offers the Master of Arts (MAT) degree in teaching, the Master of Science (M.S.) degree in Criminal Justice, and the Master of Science (M.S.) degree in Nursing. Students seeking information on graduate studies at Fairmont State University should contact the Dean of Graduate Studies or the appropriate Graduate Program Coordinator of the specific program. Additional information on graduate study at Fairmont State University can be found online at www.fairmontstate.edu/graduatestudies.

Student Responsibility

It is the responsibility of each graduate student to understand the graduate policies and procedures and to maintain the standards for graduate study at Fairmont State University.

Admission to Graduate Programs

All students seeking admission to a graduate degree program must first meet the minimum standards of the Office of Graduate Studies. Applicants must also have the approval of the department in which the graduate degree program is offered. Admission to one program does not constitute admission to any other. The admission standards of the departments may exceed those of the Office of Graduate Studies. International Students must satisfy additional requirements.

Admission to Graduate Studies

Admission to Graduate Studies at Fairmont State University requires a baccalaureate degree from a regionally accredited institution with a minimum 3.0 grade point average on a 4.0 scale on the student's last 60 semester hours of baccalaureate degree courses. Official transcripts must be sent directly from the college or university that issued the baccaluareate degree to the Office of Graduate Studies.

In addition, students must submit their scores on the Graduate Record Examination (GRE). Scores more than five years old are not accepted. Test scores alone may not determine admission to Graduate Studies. Letters of recommendation, statements of purpose, and personal interviews may also be used to assess a student 's preparedness for and probability of success in graduate school. Applicants who do not meet all minimum admission criteria may be admitted conditionally.

The Office of Graduate Studies processes applications in the following manner:

- If the applicant meets the minimum standards for admission, the application is forwarded to the Graduate Program Coordinator of the specific school/department. (Meeting the admission standards for Graduate Studies does not imply admission to a particular degree program.)
- The school/department approves those applicants meeting the degree program requirements and recommends them to the Office of Graduate Studies.
- The Dean of Graduate Studies and the Graduate Program Coordinator provide written notification of admission status to the applicant.
- Graduate students wishing to change from one major field to another must make application to the Office of Graduate Studies and must meet all specific program admission requirements for the new major.
- Admission to any degree program is valid for one year from the admission date.

Admission Procedures

Applicants must submit to the FSU Office of Graduate Studies a Graduate Program Application Form and official transcripts. Application forms are available from the FSU Office of Graduate Studies. Forms may be submitted online or downloaded from the FSU Office of Graduate Studies web site at http://www.fairmontstate.edu/graduatestudies.

It is the applicant 's responsibility to ensure that all admission documents are received in the Office of Graduate Studies by specified deadlines. All credentials submitted by or on behalf of an applicant become the property of FSU. Material from applicants who do not submit all requested material will be shredded and discarded. Once an application has been submitted, applicants should notify the Office of Graduate Studies of any change in plans regarding enrollment at FSU.

All application materials must be received at least 30 days before fall , spring, or summer registration.

A complete application includes:

- An application form,
- Official transcripts from each college or university attended,
- GRE Scores taken within the last five years, and
- Application fee check or money order for exact amount of application fee.

Program Provisional Admission - Students meeting the Office of Graduate Studies minimums but not the minimums for admission in a specific program may be admitted to the program provisionally. A student admitted provisionally must complete the first nine semester hours of graduate work with a GPA of at least 3.0. Provisional Admission is the decision of the particular degree program.

Types of Admission

Regular Admission is granted when the

- applicant holds a bachelor's or an advanced degree from an accredited institution,
- applicant has no deficiencies in the chosen area of study, and
- applicant meets all program admission requirements (G.P.A., G.R.E., etc.)

Conditional Admission may be granted

- by recommendation of the Dean of Graduate Studies and the Graduate Program Coordinator,
- if the student has program deficiencies. Graduate courses may be taken to fulfill deficiencies but will not apply to the degree, and

- when an official undergraduate or graduate transcript has not been received.

Post Baccalaureate (Non-Degree) Admission

Students who wish to take graduate courses but do not wish to apply to a graduate program or who have not met all requirements for admission to a graduate program may be admitted as Post Baccalaureate (PB) students under the following conditions:

- The applicant must hold a bachelor's degree,
- The applicant must submit an application for admission to the Post Baccalaureate program,
- The applicant must submit an official transcript from each college previously attended, and
- The applicant must be approved by the FSU Office of Graduate Studies and the Graduate Program Coordinator.

International students will not be admitted as Post Baccalareate students.

If application for admission to a graduate degree is received in a subsequent semester and requirements for admission to Graduate studies are completed, a maximum of six semester hours completed at FSU before full admission is gained may be counted for degree credit with the approval of the department Graduate Program Coordinator and the Dean of Graduate Studies.

Post Baccalaureate students who have successfully completed six or more hours of graduate course work and who do not meet the minimum admission requirements for the Office of Graduate Studies may petition for admission following the procedure outlined in the Graduate Bulletin under "Admissions Appeals." If admission is then granted, the student may receive degree credit for the previously mentioned six hours and for the hours completed during the semester in which the student was fully admitted.

All conditions must be removed before a student achieves regular admission status.

Appeal of Admission Denial

Students who have been denied admission to Graduate Studies have the right of appeal through the Graduate Studies Oversight Committee. Contact the Office of Graduate Studies for complete details on the appeal process.

Baccalaureate Degree Deficiencies

The applicant for graduate study ordinarily must have completed undergraduate work in the intended major field, including hours at the junior and/or senior level. Applicants who do not meet this requirement may be required to make up such deficiencies as prescribed by the graduate major in collaboration with the Office of Graduate Studies.

Readmission of Graduate Students

A graduate student who has not taken a graduate class at FSU for two semesters (summers excluded), but who is academically eligible to continue in the graduate degree program where he or she was most recently enrolled, may be permitted to return. The procedures are dictated by the period of absence from enrollment as follows:

Less Than Two Years

The student notifies the Office of Graduate Studies and the program coordinator of his or her plans to return.

Two to Four Years

The student must submit a new application and be endorsed by the program coordinator and the Office of Graduate Studies. The application must show any intervening graduate work. The Office of Graduate Studies may require official transcripts of the work. The applicable admission standards are those that were in effect when the student originally enrolled.

Four or More Years

The student is considered a new applicant, and new supporting materials are required. The applicable standards are those in effect when the student applies for readmission. Course work more than six years old may not be counted toward a graduate degree.

Program Advising

The Graduate Program Coordinator will assign an appropriate advisor to the student.

The advisor will:

- direct the student in the formulation of the program,
- approve course selections and course changes,
- give guidance relative to examinations for the program, and
- ascertain that the candidate is meeting the requirements for the degree or certificate.

The assignment of an advisor does not relieve the student of the primary responsibility for adequate program planning and for progress toward completion. All degree-seeking students should work closely with their program advisors to prepare a plan of study. This process may involve filing an "Advancement to Candidacy" plan.

Degree Plan

Upon completing 6-18 credits, a Plan of Study (degree plan) should be submitted through the student's Advisor and Graduate Program Coordinator. The form can be obtained from the Coordinator or the Office of Graduate Studies. It is at this time that any transfer credits are included on the Plan of Study. The official transcript from the university from which the credits are to be transferred is required in the Office of Graduate Studies before the transfer credits can be added to the FSU transcript.

Admission to Degree Candidacy

The following policies govern the acceptance of a graduate student as a degree candidate:

- Admission to regular graduate standing.
- Completion of at least six and not more than eighteen semester hours of graduate study at FSU and a grade point average equal to or greater than that required for graduation in the particular degree program in which the sutdent desires candidacy. Credits completed in excess of eighteen semester hours before applying for degree candidacy (submitting Plan of Study, see above) may not be accepted for inclusion in a degree program except upon written approval and indentification of courses by the Graduate Program Coordinator and Dean of Graduate Studies.
- Completion and submission of an "Application for Candidacy and Plan of Study for Master's Degree" form with Advisor/Graduate Program Coordinator. This is a detailed program indicating all courses to be taken for the degree including deficiencies established on admission must accompany the application for degree candidacy. The Advisor, the Graduate Program Coordinator and Dean of Graduate Studies, must approve subsequent changes in an approved program.

- Indication of a choice of the thesis or the non-thesis degree program. A thesis topic must be approved prior to application for degree candidacy.
- Submission of official transcripts of transfer credit when courses taken at other graduate schools are included in the degree program (maximum - siz semester hours.) The last course must be taken at FSU unless the Director of Graduate Studies gives prior approval.
- Degree candidacy **must** be granted the semester **prior to graduation.**

Academic Policies for Graduate Studies

Time Limit for Degree Completion

All course work applied toward a degree must be completed within a period of seven years, including work transferred. The period begins the semester the first course on the degree plan is taken and concludes with the semester the last course or requirement is completed.

Maximum Semester Load

The maximum course load for graduate students during Fall and Spring Semesters is 12 hours per term. The maximum load for any one summer term is 6 hours.

Definitions of Full and Part-time

A full-time student is defined as one enrolled in at least 9 semester hours of graduate work during a Fall or Spring Semester. In the summer, full-time is 6 hours per term. Anything less than stated previously is considered part-time.

Permission of Undergraduate Students to Enroll in Graduate Courses

A senior FSU student with an overall GPA of 3.0 and who is enrolled in the last year of undergraduate work and who needs no more than 32 semester hours of undergraduate work may be granted conditional admission to enroll in a limited number of graduate courses. The total semester load may not exceed 15 hours (undergraduate and graduate). Student must complete and submit the appropriate form.

Special Courses

Many programs will offer Workshop, Special Topic and Directed Study courses. A Master's Degree may not include more than 6 hours of these special courses.

Transfer of Graduate Credits

With the approval of the Dean of Graduate Studies and the Graduate Program Coordinator, a student may transfer up to six semester hours of graduate work completed at another accredited institution and apply these toward a graduate degree. Courses without letter grades (graded credit, satisfactory, pass) must be accompanied by official evidence that such grades equated to a B or better at the institution at which they were earned. A minimum grade of B and "pass/satisfactory" may be transferred. Students may use the Appeal Process to have additional courses transferred.

Course Duplication, Repeating a Course

With the approval of the Dean of Graduate Studies and the Graduate Program Coordinator, a student may enroll in a course a second time and have it counted as part of the semester load. Both course grades will be included on the transcript and counted toward the student's GPA.

If a student earns a D or F in a course required in the degree program, the course must be repeated and a grade of "C or above" earned. A course may be repeated only once.

Change of Major Program

The Graduate Program Coordinator of the "new" program and the Dean of Graduate Studies must approve a change of major application.

Academic Dishonesty, Misconduct, Discipline Code

Graduate students neither lose the rights nor escape the responsibilities of citizenship through enrollment at FSU. It is expected that Graduate students will conduct themselves professionally and honorably throughout their association with FSU. It is the student's responsibility to be familiar with the *FSU Student Handbook*, which details student rights, responsibilities, and expected conduct; rules and regulations of FSU; and procedures for grievance, appeals, due process, and other policies and procedures not included in this document. In addition, students are expected to exemplify and adhere to the codes of conduct prescribed by the professional organization in their field of study. Students who fail to adhere to the above standards are subject to dismissal from the graduate program and the Graduate School.

Rule Changes

The Graduate program reserves the right to change any of its rules, regulations or requirements without notice.

Waiver of Regulations

Graduate students have the right to file a petition for waiver or exemption from any academic regulation of Graduate programs. Petitions for waivers and exemptions are considered by the Graduate Program Coordinator and the Graduate Studies Oversight Committee, which makes recommendations to the Dean of Graduate Studies.

Course Numbering System

Graduate courses will have a 500/5000 number or a 600/6000 number. Only graduate students, as defined by previous categories, may enroll in 600/6000 level courses.

Incomplete Grades

The graduate faculty, graduate Director, and prospective employers view incompletes and withdrawals unfavorably. An incomplete (I) grade must be requested by the student and is given when the instructor deems that circumstances beyond the student's control prevented timely completion of course requirements. A written contract, signed by the instructor and student, sets the date and condition for completing the class. All "I's" must be removed within one calendar year. After one year, the "I" will remain a permanent grade. Students with excessive incompletes may be restricted in the number of hours they may take in a subsequent semester.

Graduation Requirements and Policies

FSU master's graduate programs require a minimum of 36 graduate credit hours and a cumulative GPA of at least 3.0 (4.0 scale).

Graduation Application

Students may graduate at the end of fall or spring term. The Graduate School Graduation Application should be completed the semester before the student expects to complete degree requirements. This form certifies that all requirements have been or will be fulfilled by the graduation date, and it must be approved and signed by Graduate Program Coordinator and Dean of Graduate Studies. Timely submission of the Graduation Application is essential.

Residency Requirement

Candidates for the Master's Degree, in general, complete 30 semester hours of Fairmont State University graduate courses within the degree plan.

Examinations

Written comprehensive examinations and/or oral examinations may be required in graduate programs. The final comprehensive examination must be passed no later than three weeks before commencement. The oral examination over the thesis or research project is conducted under the direction of the student's advisor or the Graduate Program Coordinator and must be completed successfully no later than three weeks before commencement.

Probation/Suspension Regulations

- *Minimum Academic Performance*

 Graduate students with grade point averages of 3.0 or better are in good standing. Students whose GPAs are below this level will be placed on probation or suspension.

- *Probation*

 Graduate students who do not maintain at least a 3.0 cumulative GPA (B average) on all courses in the program of study are on academic probation at the end of the semester. Students who fail to remove the probationary status by raising their cumulative GPAs to 3.0 during their next enrollment period will be dismissed from the Graduate School. For part-time students,"next enrollment period"may, if approved by the program coordinator, be defined as the next 3-12 hours in the program of study.

- *Suspension*

 A graduate student who has been placed on probation and who fails to raise his/her GPA total to at least 3.0 during the probation period will be placed on academic suspension. Suspended students must"sit out"one academic term prior to re-enrolling. Suspended students will be limited to enrolling on a part-time basis until their GPA reaches a 3.0.

- *Dismissal*

 Students who have not acquired a cumulative GPA of 3.0 after the completion of 24 semester hours in the degree plan will be dismissed. Graduate programs may require that their students meet additional standards with regard to probation, suspension and dismissal.

Degree Requirements

- Admission to degree candidacy.
- Achievement of a 3.0 grade point average (on a 4.0 scale) in all courses taken in Graduate Studies.
- Completion of a minimum of thirty-six semester hours plus any additional requirements determined by the department.
- Completion of the degree program within a seven-year period.Courses in which the student was enrolled over six years prior to the time of completion of all degree requirements may not be accepted as part of a degree program. Exceptions to this time limit must be specifically petitioned to the Graduate Program Coordinator with approval by the Dean of Graduate Studies.
- Satisfactory completion of a written comprehensive examination in the major field (when required).
- Satisfactory completion of a final oral examination (when required).
- Completion and approval of the thesis or individual research project (when required). (See Coordinator for thesis guidelines).
- Satisfaction of the foreign language or research tool requirement (when required).

Graduate Faculty

Members of the graduate faculty have an appropriate terminal degree (or equivalent), have successful teaching experience, and continuing evidence of scholarly achievement and professional activity in their discipline. They are nominated by their Program Chair and are approved by the FSU Graduate Studies Council. Full graduate faculty status allows individuals to regularly teach graduate courses, direct graduate students' committees, and be actively involved in graduate affairs. Graduate faculty have a"G" following their listing, which appears at the end of the printed catalog.

Graduate Studies Council

The Graduate Studies Council is a standing committee of Fairmont State University. Its members include representatives from each department or school with an existing graduate program, one graduate student and the Dean of Graduate Studies. As the representative body of the graduate faculty, the Graduate Studies Council has the authority to recommend and determine policies related to the graduate programs.

Graduate Program Coordinators

Programs offering graduate degrees will have a graduate coordinator to deal with policy matters related specifically to their graduate degree programs and students.



Graduate Studies in Education

The Department of Education offers graduate programs of study leading to the Master of Education degree (M.Ed.). Emphasis areas in Middle Childhood and Special Education – Multi-categorical are currently offered. Additional emphasis areas are being developed. Please contact the School of Education for this information. The Master of Arts in Teaching (M.A.T.) is offered through a collaborative agreement between Fairmont State and Marshall University. It is the goal of the Graduate Education Programs to provide the program accessibility, academic climate and practical experience necessary to produce teachers of superior competence.

Individuals seeking admission to Graduate Programs in Education must meet the general Graduate Studies admission requirements–and the specific degree program. Admission to Graduate Studies does not imply admission to candidacy for a degree.

Admission to a master's degree, a"certificate only"program or post-baccalaureate studies is required of all students taking courses in the School of Education. Students must fulfill the general requirements for admission to graduate studies and all degree requirements stated in this catalog.

Note: Several new programs were in the development stage at the time this catalog was printed. Check the Graduate Studies webpage or call 304-367-4098 for additional information.

Master of Education

Master of Education (M. Ed.) programs are designed for individuals who have an existing teaching certification. Programs currently available include Special Education: Multi-Categorical and Middle Childhood. Degree requirements are flexible enough to accommodate an individual's previous training and experience.

Special Education– Multi-categorical

Fairmont State University (FSU) has developed a unique Graduate Emphasis in Multi-Categorical Special Education. The purpose of this emphasis is to permit teachers with an existing certification to acquire an additional certification. Candidates could also choose this 21/24 graduate credit emphasis as part of FSU's existing Master of Education degree. The emphasis is unique in that course work has been developed as multi-categorical in nature and not disability specific. This program stresses the interactive nature between the learning and behavior problems that students experience. As WV moves in the direction of providing multi-categorical classrooms and services, this program will meet that need. The largest group of students served by special education teachers would be those in the multi-categorical category which primarily includes children with mild to moderate disabilities: specific learning disabilities, behavioral disorders, and mental impairments. The program will allow teachers to develop the skills needed to be more effective in educating all students, especially those who are diverse and with special needs. The course experiences and program experiences provide graduate students with immediate opportunities to apply knowledge, skills and dispositions in their own classrooms.

Program Description

Program Objectives:

- To prepare candidates to meet the students assigned to multi-categorical special education programs,
- To deliver a certification program that is multi-categorical in nature and not disability specific,
- To deliver a program that stresses the interactive nature between the learning and behavior problems that students experience,
- To make a significant impact on bringing area special education teachers to full-qualification,
- To deliver the curriculum through a combination of face-to-face and web-based instruction,
- To provide pragmatic clinical experiences that stress positive impact on learning and behavior problems,
- To prepare candidates to pass the necessary certification tests, and
- To provide mentoring and follow-up activities for graduates.

Admission and Performance Standards

All students seeking admission to a graduate degree program must first meet the **minimum standards** of the Office of Graduate Studies. Applicants who do not meet all minimum admission criteria may be admitted conditionally. Graduate students with grade point averages of 3.0 or better are in good standing. Students whose GPAs are below this level will be placed on probation or suspension.

The Master of Education: Emphasis in Multi-categorical Special Education will be available to those students who meet the degree entry requirements. Students desiring this option will also complete the following graduate courses:

EDUC 6301 – Research in Education
EDUC 6303— Advanced Studies in Educational Psychology
EDUC 6305 – Advanced Educational Technology and Media
EDUC 6395— Demonstration Project in Education
Pre-approved elective – 3 graduate semester hours

UPON ACCEPTANCE TO THE M.Ed. PROGRAM IN SPECIAL EDUCATION IT IS THE RESPONSIBILITY OF THE STUDENT to:

1. Contact the advisor each term prior to registration for advisement and for information regarding required policies and procedures. It is also the responsibility of the student to understand these policies and procedures and to meet all required deadlines.
2. Initiate the completion of a written Program of Study(degree plan) to be submitted and approved by the Office of Graduate Studies.

Program Outcomes

This program is designed to prepare highly-trained teachers who can work collaboratively with colleagues in settings that serve children with disabilities. Collaboration skills, adaptation of curricula, consultant teacher strategies and modification of pedagogy to better respect individual differences are core themes in this program. Program outcomes are based upon the West Virginia Department of Education and the Council for Exceptional Children Professional Standards. The endorsement covers elementary and secondary special education levels (K-12).

Master of Arts in Teaching

General Information

The Master of Arts in Teaching (MAT) degree program is an alternative and accelerated means for college graduates with degrees in liberal arts, fine arts, business and professional fields to attain teacher licensure. The program provides the professional education courses and clinical experiences, including student

teaching, necessary to prepare individuals for teaching in a specific content area in grades PreK-Adult, 5-Adult, or 9-Adult. The MAT program does not offer licensure in Elementary Education or Special Education. (An endorsement in Special Education may be added after the initial license in a content area is earned.)

A transcript analysis is required to evaluate courses from the undergraduate degree against the requirement for licensure in the secondary content specialization areas offered through Fairmont State University. Applicants must possess a minimum GPA of 2.75 overall. At least fifty (50) percent of the content specialization courses must be completed prior to admission to the MAT program. Once admitted to the MAT program, the candidate must complete all content specialization courses prior to being recommended for licensure by the West Virginia Department of Education (WVDE).

The MAT program requires students to complete 39 hours: 12-15 hours of Foundations of Education, 18-21 hours of Curriculum and Instruction, 6 hours of supervised student teaching, and a comprehensive examination. (Note: All content specialization requirements must also be completed prior to licensure, and these requirements may be completed at the graduate or undergraduate level.

Candidates applying for licensure to teach must also satisfy Fairmont State's GPA requirement and the testing requirements established by the WVDE. Currently, candidates must have a minimum GPA of 2.75 in the content specialization area in addition to an overall GPA of 2.75. The testing requirements are the PRAXIS II content test(s) and the Principles of Learning and Teaching Exam (PLT).

Program Options

Master of Arts in Teaching-PreK-Adult
(Collaborative with Marshall University)
- Art Education
- Music Education
- Physical Education
- School Library Media
- Computer Science Education
- Spanish

Master of Arts in Teaching-Grades 5-Adult
(Collaborative with Marshall University)
- Art
- Business Education
- English
- Family and Consumer Science
- French
- General Science
- Health
- Journalism
- Mathematics
- Oral Communications
- Social Studies
- Technology Education

Master of Arts in Teaching- Grades 5-9
(Collaborative with Marshall University)
- General Mathematics through Algebra I

Master of Arts in Teaching-Grades 9-Adult
(Collaborative with Marshall University)
- Biology
- Chemistry
- Physics

Graduate Studies in Criminal Justice

The Master of Science degree in Criminal Justice is being offered to students in north central West Virginia through a collaborative arrangement between Fairmont State University and Marshall University. Applicants choosing this program will complete all course work and residency at the Fairmont State campus.

The degree provides students with advanced theoretical, legal, and methodological training for research, teaching, and management careers in criminal justice. The program serves to educate criminal justice professionals and prepare students for further advanced graduate work, legal studies, and scholarship. The Criminal Justice Department is committed to:

- providing students with the conceptual and research skills needed to undertake advanced analyses of the criminal justice system;
- serving criminal justice professionals and others who are interested in pursuing professional careers in management and administration;
- furnishing law enforcement, corrections and court practitioners with knowledge of justice administration, theoretical perspectives of human behavior, policy analysis and criminal justice theory; and
- preparing social scientists to pursue careers in university and research settings.

Admission Requirements

Students will be admitted to the Master of Science degree program in Criminal Justice in the fall or spring semesters, although fall admissions are strongly encouraged for full-time students. Applications to the Master of Science degree program in Criminal Justice are due by July 1 for the fall semester and by November 1 for the spring semester. After the due dates, students are invited to apply for provisional admission.

To apply, all students must first complete and return the Graduate Application for Admission to the Graduate Admissions Office at Fairmont State University. Transcripts, GRE, General Test or TOEFL scores, letters of recommendation and personal statement should be sent directly to the office of graduate admissions at Marshall University. Students are encouraged to review Marshall University's Graduate Catalog online at www.marshall.edu/www/gradcat/ for complete information on the graduate application process and university policies. To be considered by criminal justice faculty for admission to the M.S. program, all applicants must provide a complete application file that contains the following items:

- A Fairmont State/Marshall University Graduate College Application for Admission
- www.fairmontstate.edu/graduatestudies/docs/pdfs/application.pdf and www.marshall.edu.mugcl
- All official undergraduate transcripts
- Graduate Record Examination (GRE) General Test or TOEFL scores
- Two letters of recommendation (college instructors preferred)
- A personal statement

Once processed, the application form will be forwarded to Marshall University. Admission to the Master of Science degree program in Criminal Justice is based on an assessment by a faculty committee of the applicant's academic achievements and promise as indicated by transcripts, scores on the Graduate Record Examination (GRE), the TOEFL for international students for whom English is not their primary language, two letters of recommendation (college instructors preferred), and a personal statement. Stu-

dents may be admitted and awarded either a "clear" admission or "provisional" admission status. Students awarded a provisional status must maintain at least a 3.0 GPA in all coursework for up to 12 graduate credit hours in courses identified by the program faculty and approved by the appropriate dean. For provisional students, the first 12 graduate credit hours must include, at minimum, 6 core course hours. All provisional students are required to meet with the Graduate Director or Department Chair to devise an appropriate schedule for the first 12 hours. For *clear* admission to the master's degree program, the applicant should have:

- a baccalaureate degree (any major) from an accredited college or university;
- an undergraduate grade point average (GPA) of 3.0 or higher;
- a score in 50th percentile or higher in each assessment area of Graduate Record Examination;
- a score of 550 or higher on the TOEFL;
- a *C* or better in undergraduate statistics
- a *C* or better in undergraduate research methods or equivalent from an outside institution (documentation of course content may be required)
- two letters of recommendation (college instructors preferred); and
- a personal statement

In accordance with the Graduate Admissions office, the department may admit a student as provisional after submission of all required application materials when he or she possesses a baccalaureate degree and shows academic promise, but does not meet the criteria for clear or full admission. Thus, students with an undergraduate GPA between 2.75 and 2.99 may apply and be considered for conditional or provisional admission. In addition, all other requirements for clear or provisional admission may be waived based on additional evidence of academic promise or demonstrated competency.

Students who have previously taken graduate coursework at another institution must submit all transcripts and also meet undergraduate and examination requirements. Poor academic performance in prior graduate work may serve as a basis for the denial of admission.

Program Requirements

The Master of Science degree requires the completion of 32 hours of coursework and writing a thesis, or completion of 36 hours of coursework and the passing of written and oral comprehensive examinations. The curriculum is structured around a set of core requirements that provide a broad foundation in criminological theory, research and statistics, criminal law, as well as aspects of criminal justice policy and practice. All students are required to



complete 18 hours of core courses:

- Law and Social Control
- Criminal Justice Planning
- Advanced Theory in Criminal Justice
- Advanced Criminal Law and Procedure
- Research Methods in Criminal Justice
- Applied Statistics in Criminal Justice

Research Methods in Criminal Justice and Applied Statistics in Criminal Justice are a two-course sequence that must be completed by all students during the first academic year in the graduate program (within the first 12 graduate credit hours for part-time students). Upon completion of the sequence, students can demonstrate "proficiency" by earning a *B* or better on a Graduate Research Project. The Graduate Research Project involves the writing of an empirical research report while applying a specific research methodology and conducting elementary statistical analysis. The Graduate Research Project may also form the basis for a student's thesis or future publication. An area of concentration and electives designed to meet the individual needs of graduate students supplements the core courses. Students are required to select one concentration from the following five topical areas:

- Applied Research and Evaluation
- Legal Issues
- Corrections Systems and Processes
- Theory of Criminal Behavior
- Law Enforcement

Each area of concentration consists of 12 graduate credit hours. Various elective and special topic courses are offered to supplement the core courses and area of concentration for each student. Elective courses should be chosen around a coherent theme that complements the student's area of concentration. The Graduate Director or the Department Chair must approve all coursework that constitutes each student's concentration. Enrollment in core and elective courses is subject to the completion of any prerequisite courses and/or any requirement for permission to enroll from an individual instructor and/or other department faculty member. In addition, all courses to be considered toward graduation require approval from the Graduate Director or the Department Chair.

The Criminal Justice Department maintains a "two *C* rule" whereby students cannot continue in a graduate program if they earn more than two grades of *C* or lower in any graduate courses. Criminal Justice students who earn a third *C* (or lower) will not be permitted to continue taking courses, or to work on a thesis. No later than the completion of the 18th graduate credit hour, all graduate students must complete an official Plan of Study form to be approved by the Graduate Director and/or Department Chair and submitted to the Graduate College Office (www.marshall.edu/cite/Pages/PlanOfStudy.pdf). A student with an approved Plan of Study may be granted the privilege of transferring credit earned in graduate coursework completed at another regionally accredited graduate institution, provided that the courses are related to criminal justice and the grades earned are *B* or better or equivalent and approved by the Graduate Director or Chair and Graduate Dean. However, transfer credit may only be used to fulfill elective or area of concentration credits. All 18 hours of core course requirements must be credited through the Criminal Justice Department at Marshall University. Transfer credits may not exceed 12 hours and all transfer credits must have been earned within a seven-year time limit, counted from the date of enrollment in the first graduate course.

Thesis Option

For students planning to continue graduate studies, the thesis is the preferred option for receipt of the M.S. degree in Criminal Justice. Students electing the thesis option must complete 32 hours of graduate credit from the Criminal Justice Department. Students selecting the thesis option must complete the core courses and area of concentration requirements and have a written thesis proposal/prospectus approved by the thesis committee prior to enrolling for thesis credit. The remaining credit hours may be granted for thesis research (up to 6 credit hours) or elective courses. The 6 thesis research hours are normally taken in three-hour increments over two successive semesters, immediately preceding graduation, and after course requirements are completed.

Students must enroll in CJ 681, Thesis, for a maximum of 6 graduate credit hours. All students selecting the thesis option must pass an oral defense. In cooperation with the Graduate Director, a student should form a thesis committee. The thesis committee assists in selecting and developing the research problem and evaluates the student's work on that problem. A student who selects the thesis option should outline the thesis option early in his or her studies in consultation with members of the graduate faculty. The student should also determine the graduate faculty member of the department who will serve as chair of the student's thesis committee.

Graduate Course Descriptions

Education

EDUC 5395. Workshop in Education. one-three hours.

This course is designed to meet the needs of teachers and others with special interests in selected areas. May be repeated if a different topic is studied but no more than 6 semester hours may be counted toward meeting degree requirements.

EDUC 5399. Special Topics in Education. one-six hours.

The study of contemporary problems, trends, or innovative approaches in education. May be repeated if a different topic is studied but no more than 6 semester hours may be counted toward meeting degree requirements.

EDUC 6300. Foundations of American Education. three hours

A review of the American educational system, theory and practice, leading to an understanding of present educational setting.

EDUC 6301. Research in Education three hours

Instruction in the knowledge, skills and techniques necessary to understand and design research as applied to teacher education, with an emphasis on methodology, including statistical analysis and computer applications.

EDUC 6303. Advanced Studies in Educational Psychology three hours

The development and behavior of the school-aged child with attention to current research and theories of classroom learning and curriculum innovation.

EDUC 6305. Advanced Educational Technology and Media three hours

Advanced study of the design, development and integration of educational technology and media for teaching, learning and personal productivity including principles of multi-media design and production and web-based formats.

EDUC 6395. Demonstration Project in Education three hours

This course focuses on the development of a teaching portfolio and/or an application of a research design. Through this activity, the student will develop artifacts that support competence in teaching or research.

EDUC 6302. Advanced Studies in Human Development three hours

An advanced study of the physical, cognitive, emotional and social development of children and adults utilizing current theories of development and research implications.

EDUC 6304. Diversity and Disability in Today's Schools three hours

A study of diversity and disability in the classroom. Emphasis on how teachers must account for the special differences a variety of students bring to the learning environment and how to create a classroom environment in which the diversity of the group and the uniqueness of individuals are recognized and celebrated. Includes integration of national and state standards into planning to teach diverse learners.

EDUC 6399. Directed Study in Education. one-six hours

Designed for a student who desires a project assignment or individual study in education with the approval of the instructor. May be repeated if a different topic is studied but no more than 6 semester hours may be counted toward meeting degree requirements.

Special Education – Multi-Categorical

SPED 5324. Teaching Basic Skills to Learners at Risk. three hours

This course focuses on the development implementation of comprehensive instructional programs for learners at-risk. Procedures for consulting with other professionals to maintain or integrate these students in the regular classroom will be emphasized through the course. Research literature on instructional procedures, consultation strategies and model programs will be examined and implications for practice discussed. The course will cover the delivery of appropriate educational programs for atypical children at the elementary and secondary levels.

SPED 5395. Workshop in Special Education. one-three hours

This course is designed to meet the needs of teachers and others with special interests in selected areas. May be repeated if a different topic is studied but no more than 6 semester hours may be counted toward meeting degree requirements.

SPED 5399. Special Topics in Special Education. one-six hours

The study of contemporary problems, trends, or innovative approaches in education. May be repeated if a different topic is studied but no more than 6 semester hours may be counted toward meeting degree requirements.

SPED 6320. Students with Special Learning Problems three hours

This course surveys the theories, etiologies, characteristics, learning styles and learning problems of children and youth with disabilities, emphasizing those with learning disabilities, behavior disorders and mental impairments. State and federal definitions and policies for students experiencing learning difficulties will be examined.

SPED 6321. Students with Special Behavior Problems three hours

This course surveys the theories, etiologies, characteristics, and special behavior problems of children and youth with disabilities, emphasizing those with learning disabilities, behavior disorders and mental impairments. State and federal definitions and policies for students experiencing behavior problems will be examined.

SPED 6322. Evaluation in Special Education three hours

Analysis and evaluation of types of formal and informal tests and measurement devices will be conducted. Methods of determining the reliability and validity of tests are investigated. Designs for testing programs and selection of appropriate tests will be included. Evaluation systems of individuals, emphasizing those with learning disabilities, behavior disorders and mental impairments, and programs will be discussed. Prerequisites: SPED 6320 and SPED 6321

SPED 6323. Behavioral Support for Special Students three hours

This course presents basic principles and practices in the use of research-based applied behavior analysis and other strategies with both normal and exceptional learners, emphasizing those with

learning disabilities, behavior disorders and mental impairments. Students will be required to demonstrate competence in using a variety of techniques in field settings. Prerequisite: SPED 6321

SPED 6324. Instructional Techniques in Special Education three hours

This course focuses on the development and implementation of research-based comprehensive instructional programs for atypical learners with an emphasis on inclusion strategies. Procedures for consulting with other professionals to maintain or integrate these students will be emphasized through the course. Research literature on instructional procedures, consultation strategies and model programs will be examined and implications for practice discussed. The course will cover the delivery of appropriate educational programs for atypical children, emphasizing those with learning disabilities, behavior disorders and mental impairments, at the elementary and secondary levels. Prerequisite: SPED 6320

SPED 6390. Special Education Practicum

This course makes provisions for students to participate in all activities and duties generally expected of a special education teacher. Specific supervision by the faculty member teaching the course will be provided. Seminars to evaluate performance in methods, procedures and overall performance will coincide with the experience. This course is designed for students with at least one year of teaching experience. Prerequisites: SPED 6320-6324 & READ 6310 or special permission.

SPED 6399. Directed Study in Special Education. one-six hours

Designed for a student who desires a project assignment or individual study in education with the approval of the instructor. May be repeated if a different topic is studied but no more than 6 semester hours may be counted toward meeting degree requirements.

Reading

READ 5395. Workshop in Reading one-three hours

This course is designed to meet the needs of teachers and others with special interests in selected areas. May be repeated if a different topic is studied but no more than 6 semester hours may be counted toward meeting degree requirements.

READ 5399. Special Topics in Reading. one-six hours

The study of contemporary problems, trends, or innovative approaches in reading. May be repeated if a different topic is studied but no more than 6 semester hours may be counted toward meeting degree requirements.

READ 6310. Teaching Reading to Special and At-Risk Learners

A study of the cause of reading difficulties and procedures used to support students with reading difficulties, emphasizing those with learning disabilities, behavior disorders and mental impairments. Approaches reading difficulty from a holistic view. Attention is given to assessment strategies and remedial procedures for correction.

READ 6399. Directed Study in Reading. one-six hours

Designed for a student who desires a project assignment or individual study in reading with the approval of the instructor. May be repeated if a different topic is studied but no more than 6 semester hours may be counted toward meeting degree requirements.

Criminal Justice
Fairmont State University Courses

5504. Constitutional Law three hours

This course will deal with constitutional law relating to the function of the police and other government agents in our society, as well as the relationship between citizens and the government in the context of the constitutional rights of citizens and limitation upon government. The focus of the course will be on the application and interpretation of the 1st, 2nd, 4th, 5th, 6th, and 14th amendments to the U.S. Constitution and the relationship between constitutional principles as articulated in such amendments, and the power and authority of local, state and national governments and the rights of citizens of the United States.

6601. Advanced Criminal Justice Studies three hours

This course will analyze of individual elements of the criminal justice process, including police, courts, corrections, and juvenile justice and the analysis of interactions among these elements. The design of the course includes theoretical perspectives on criminal justice and the examination of empirical research. Students will explore the application of planning and other administrative processes to criminal justice.

6620. Advanced Theoretical Criminology three hours

This course is designed to provide the student already familiar with the basic concepts of criminological theory the opportunity to examine, in depth, a selected set of theories. The course focuses on the development of criminological thinking over a period of more than 200 years. Biological, psychological and sociological explanations for delinquent and criminal behavior are considered, reflecting the interdisciplinary character of criminology. Key themes of classical, positivist and critical criminology are reviewed. Students will focus on scholarly works in their original form by leading pioneers in the field of criminology.

6655. Applied Research Methods three hours

This course is designed to instruct the student in the interaction of theory, research, and practice in criminology and the criminal justice process. Empirical and scientific perspectives in criminal justice will be examined. Current research methods, both qualitative and quantitative, will be explored, along with application and interpretation of data from research problems and the evaluation of research designs and their implementation in the field of criminal justice. A unique feature of this course is that students will actually conduct research.

6656. Applied Statistics three hours

The course will explore the nature of research process and guidelines for formulating research questions and testable hypotheses. Students will review the methods of operationalizing variables and indicators, and collecting data, including designing experiments and carrying out surveys. Students will examine data analysis strategies leading to a written report.

Marshall University Courses

502 Seminar in Crime Prevention. three hours

Techniques for crime prevention analyzed from two orientations; crime prevention by environmental engineering and crime prevention by behavior modification. (PR: CJ 211 or permission)

504 Theoretical Criminology. three hours

A critical analysis of the major criminological theories and their empirical foundations. Current theory and research receive greater emphasis than historical development.

510 Police Administration II. three hours
Police department organizations. Development of personnel and employment practices in law enforcement. Issues concerning unions and unionization. Problems and techniques of management.

512 Community Relations. three hours
Law enforcement and the community; relation to schools, public education functions of law enforcement personnel; community attitudes. (PR: CJ 211 or consent of instructor)

513 Business and Industry Security. three hours
Selection, training and staffing of a security force; security devices available, techniques of internal security; ground security; security techniques applicable to personnel selection; legal problems. (PR: CJ 211 or permission)

521 Corrections and the Law. three hours
Review of criminal law principles and theory as related to corrections. (PR: CJ 231 or permission)

522 Law of Evidence. three hours
Leading rules and principles of exclusion and selection; burden of proof, nature and effect of presumptions; proof of authenticity and contents of writings; examinations, competency and privilege of witnesses. (PR: CJ 321 or permission)

525 Juvenile Justice Administration. three hours
A survey of the juvenile justice process, police, courts and corrections, including programs, services, and the laws. (PR: CJ 321 or permission)

531 Criminal Rehabilitation. three hours
Legal and historical background of rehabilitation; roles of correctional workers; and nature of the rehabilitation process. (PR: CJ 231 or permission)

532 Correctional Institutions. three hours
Analysis of the theory of organizations and administration of correctional institutions; principles of institutional corrections. (PR: CJ 231 or permission)

533 Correctional Administration. three hours
Objectives of correctional institutions; records; personnel, program development, security; educational programs. (PR: CJ 231 or permission)

580-583 Special Topics in Criminal Justice. 1-4; 1-4; 1-4; one-four hours
A study of special interest criminal justice topics under the supervision of a qualified faculty member. (PR: Consent of instructor)

585-588 Independent Study. 1-4; 1-4; 1-4; one-four hours
This course permits the student to undertake supervised research (field or library) in any area where there is no appropriate course. (PR: Consent of instructor)

590 Internship. one-six hours
The placement of an individual into a criminal justice agency (police, probation, courts, jails) to observe and participate in its operation. Grading is CR/NC. (PR: Consent of instructor)

601 Seminar in Criminal Justice. three hours
A forum to acquaint students, faculty and guests with each others' research and experiences in dealing with criminal justice issues.

602 Law and Social Control. three hours
An examination of the nature of law and crime with a view towards determining the nature of control of social behavior by the legal system.

603 Criminal Justice Planning. three hours
A systematic review of procedures to plan and evaluate criminal justice organizations and their operations.

604 Advanced Theory in Criminal Justice. three hours
Course is designed to provide the student already familiar with the basic concepts of criminological theory the opportunity to examine in depth a selected set of theories (PR: CJ 504, its equivalent, or permission of instructor)

605 Juvenile Delinquency. three hours
Juvenile delinquency in the modern world; nature, extent, causes, treatment, and control.

620 Criminology. three hours
Seminar in crime and delinquency. (Same as SOC 620)

621 Advanced Criminal Law and Procedure. three hours
A review of contemporary legislation and court decisions relating to criminal law and procedure. (CJ 322 or permission)

632 Community Corrections. three hours
A survey of probation, parole, pre-release centers, halfway houses and other forms of community corrections as elements of a total correctional system. Historical development, contemporary organization, and legal issues are emphasized.

655 Research Methods in Criminal Justice. three hours
Elements of scientific research; interaction between research and theory; use of data processing resources. (PR: Undergraduate Statistics Course, CJ 656 and permission)

656 Applied Statistics in Criminal Justice. three hours
Principles of statistical techniques with emphasis upon their application in the Criminal Justice system. (PR: Undergraduate statistics course and permission)

679 Problem Report. three hours
The preparation of a written report on a research problem or field study in Criminal Justice. (PR: CJ 655 and permission)

681 Thesis, one-six hours

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Administrative and General Policy President

Alumni Activities Director of Alumni Relations

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Curricula, Faculty, Instruction, Summer Sessions Provost and Vice President for Academic Affairs

College Fees Vice President for Administrative and Fiscal Affairs

Community and Technical College
Continuing Education Provost, Community and Technical College

Services for Students with Disabilities Coordinator for Students with Disabilities

Housing Director of Residence Life

Multicultural Affairs Director of Multicultural Affairs

Publicity Director of Public Relations

Scholarships, Loan Information Director of Financial Aid

Section 504, Title IX, ADA Coordinator Assistant to the President

VISITORS

Visitors are always welcome at Fairmont State University and Fairmont State Community and Technical College. A tour of the campus can be arranged, Monday through Friday at 10:00 a.m and 2:00 p.m., for persons who notify the College in advance. For additional information contact the Office of Admissions in Hardway Hall at (304) 367-4892.

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